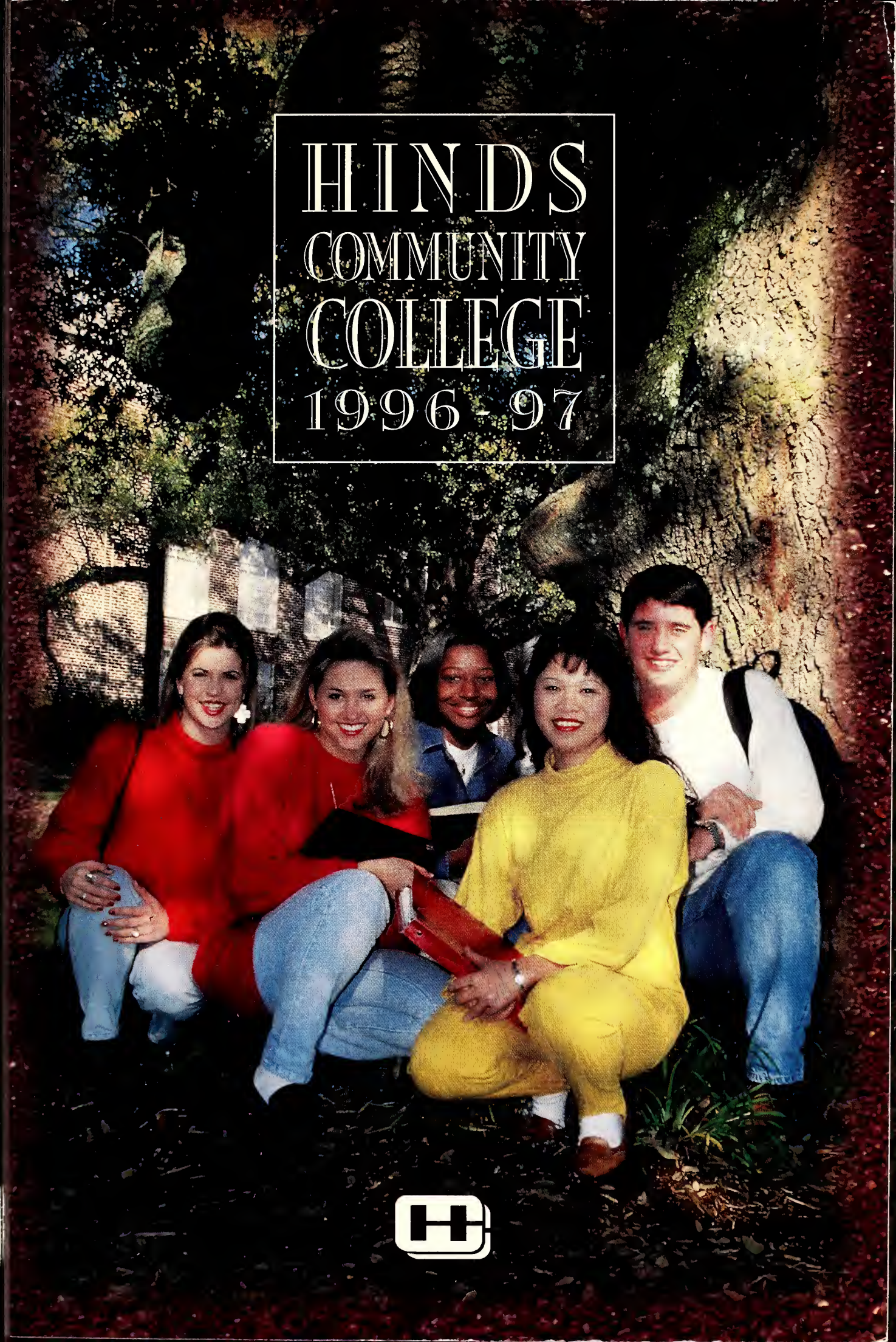
HINDS
COMMUNITY
COLLEGE
1996-97

Hinds Community College is reaching out to serve you better!

Call 1·800 HINDS CC

Automated Voice Response System available 24 hours a day, 7 days a week.
Using it is as easy as 1-2-3:

1. Use a touch-tone phone (If you do not have a touch-tone or if there is a problem matching your phone equipment to our system, please stay on the line and an operator will assist you personally, 8 AM to 4:30 PM, Mon.-Fri.)

2. Enter a 4-digit extension number for a direct connection to the following offices:

Admissions and Records - 3212
Financial Aid:
- **Grants - 3223**
- **Scholarships:**
  - **ACT - 3453**
  - **Development Foundation and Trustmark - 3502**
  - **Gifted & Talented and Other Race (Utica Campus) - 2328**
  - **Student Loan Program - 3432**
  - **Work Study Program - 3426**
  - **Veterans Benefits - 3226**

Locations:
- **Jackson Campus-Academic/Technical Center - 1405**
- **Jackson Campus-Nursing/Allied Health Center:**
  - **Counseling - 3519**
  - **General Information and Campus Tours - 6507**

Rankin Campus:
- **Counseling - 5540**
- **General Information and Campus Tours - 5237**

Raymond Campus:
- **Counseling - 3216**
- **General Information - 3232**
- **Campus Tours - 3385 or 3620**
- **Housing - 3222**

Utica Campus - 2327
Vicksburg/Warren County Branch - 0600
Resource & Coordinating Unit for Economic Development:
- **Adult Basic Education/Continuing Education/GED - 3498**
- **One-Stop Career Center - 3653**
- **Small Business Development Center - 3536**
- **Center for Emerging Technologies - 3653**

Student Recruiting - 3385 or 3620
Telecourses - 3257 or 3410

3. Have your social security number ready to have the following mailed to you:

College Catalog - provides course descriptions and a college calendar. To request a catalog, press 0 1 from the Main Menu, then 1.

View Book - contains all applications, major fields of study offered, and general information about the six locations in the Hinds District. To request a view book, press 0 1 from the Main Menu, then 2.

Class Schedule - provides a schedule of classes by location and a calendar, including registration dates and times and counseling office hours. To request a Class Schedule, press 0 1 from the Main Menu, then 3.

Financial Aid Packet - includes applications and information on grants, loans, work study scholarships and veteran's benefits. To request a Financial Aid Packet, press 0 1 from the Main Menu, then 4.

Adult Learner Brochure - contains testimonials from Hinds students that are sure to convince you to enroll. To request the Adult Learner Brochure, press 0 1 from the Main Menu, then press 5.

Please continue on inside back cover

78TH
ANNUAL SESSION
HINDS COMMUNITY COLLEGE

RAYMOND CAMPUS
Raymond, Mississippi 39154-9799
(601) 857-5261*

UTICA CAMPUS
Utica, Mississippi 39175-9599
(601) 885-6062*
Jackson Number: (601) 354-2327

JACKSON CAMPUS
Academic/Technical Center
3925 Sunset Drive
Jackson, Mississippi 39213-5899
(601) 366-1405*

Nursing/Allied Health Center
1750 Chadwick Drive
Jackson, Mississippi 39204-3490
(601) 372-6507*

RANKIN CAMPUS
3805 Highway 80 East
Pearl, Mississippi 39208-4295
(601) 932-5237*

VICKSBURG-WARREN COUNTY BRANCH
1624 Highway 27 South
Vicksburg, Mississippi 39180-8699
(601) 638-0600*

** Additional telephone numbers listed on page 2 of this publication.*

Hinds Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts degree, the Associate in Applied Science degree, and vocational and technical certificates.

Accredited by Mississippi Commission on College Accreditation

Member of Mississippi Junior College Association

Member of Mississippi Association of Colleges

Member of American Association of Community and Junior Colleges

ALL STATEMENTS IN THIS PUBLICATION ARE ANNOUNCEMENTS OF PRESENT POLICIES ONLY AND ARE SUBJECT TO CHANGE AT ANY TIME BY THE PROPER AUTHORITY WITHOUT PRIOR NOTICE.

DISTRICT DIRECTORY

FOR	WHERE	PHONE
General Information	Jackson Campus	
	Academic/Technical Center	366-1405
	Nursing/Allied Health Center	372-6507
	Raymond Campus	857-5261 or 352-3011
	Utica Campus	885-6062 or 354-2327
	Rankin Campus	932-5237
	Vicksburg-Warren County Branch	638-0600
Add/Drop A Course	See Registration Schedule	
Admissions-District Office		857-3212 or 352-3011
Advance Registration	See Registration Schedule	
Athletics:	Raymond Campus	857-3325 or 352-3011
	Utica Campus	885-6062 or 354-2327
Bus Services	Utica Campus	885-6062 or 354-2327
Business Office		857-3200
Cooperative Education & Job Placement		857-3384
Counseling	Jackson Campus	
	Academic/Technical Center	366-1405
	Nursing/Allied Health Center	372-6507
	Raymond Campus	
	Academic	857-3216
	Vocational or Technical	857-3372
	Utica Campus	885-6062 or 354-2327
	Rankin Campus	932-5237
	Vicksburg-Warren County Branch	638-0600
Community Services		857-3233
Financial Aid	Raymond, Jackson, Rankin & Vicksburg	857-3223
	Utica	885-6062 or 354-2327
Housing	Raymond Campus	857-3222
	Utica Campus	885-6062 or 354-2327
RCU	Raymond Campus	857-3312
Recruiting & Tours of Campus		857-3385
Scholarships		857-3385
Student Activities & Clubs	Raymond, Jackson Campuses	857-3388
	Rankin Campus	932-5237
	Utica Campus	885-6082 or 354-2327

HINDS COMMUNITY COLLEGE
CALENDAR
1996 -1997

1996 SUMMER SCHEDULE

May 30, 1996	• Open registration - for summer, eight weeks and evening classes
June 3	• First day of classes
June 28	• Last day of first summer term classes and final examinations • Open registration - second summer term
July 1	• First day of classes for second term
July 4-5	• Holidays - Independence Day
July 8 - August 2	• Advance registration for 1996 fall semester
July 30	• Last day for eight weeks, second summer term classes, day and evening classes and final examinations

1996 FALL SEMESTER

August 12, 1996	• Faculty reports • New faculty orientation
August 13	• District faculty convocation
August 14-15	• Open registration for all locations as announced in fall schedule
August 15	• Open registration completed - last day to register without added fees • Residence halls open for new students
August 16	• Work day for faculty and staff • Residence halls open for returning students
August 17	• Part-time faculty orientation
August 19	• First day of classes
August 19-23	• Drop and add (see regulations and fee statement schedule) • Late registration
August 23	• Last day to add or drop a day class before mid-term
August 26	• Last day to add a Monday evening class
August 27	• Last day to add a Tuesday evening class
August 28	• Last day to add a Wednesday evening class
August 29	• Last day to add a Thursday evening class
September 2	• Labor day holiday (night classes will not meet)
October 1	• Deadline to apply for fall graduation
October 11	• End of first term
October 14	• First term and mid-term grades due in Admissions and Records
October 15	• First day a student may withdraw from class
November 18 - December 18	• Advanced registration for 1997 spring semester
November 26	• Residence halls close at 3 p.m. for Thanksgiving holidays (night classes will not meet)
November 27-29	• Thanksgiving holidays
December 1	• Residence halls open at 3 p.m.
December 2	• Classes resume after Thanksgiving holidays
December 9	• Last day to withdraw from a class or all classes

December 12	• Last day of day classes • Final examinations for Thursday night classes only
December 13-18	• Final examinations - day and evening classes
December 18	• Residence halls close at 3 p.m. • Last day for faculty who have submitted all grades to Admissions and Records
December 19	• Grades due in Admissions and Records - 10:00 a.m.
December 20	• Fall commencement

1997 SPRING SEMESTER

January 6, 1997	• Faculty reports
January 7	• District faculty convocation
January 8-9	• Open registration for all locations as announced in spring schedule
January 9	• Residence halls open for new students • Open registration completed • Last day to register without added fees
January 10	• Work day for faculty and staff • Residence halls open for returning students
January 11	• Part-time faculty orientation
January 13	• First day of classes
January 13-17	• Drop and add (see regulations and fee statement in schedule) • Late registration
January 17	• Last day to add a day class or drop a class before mid-term
January 20	• Heritage Day holiday (night classes will not meet)
January 21	• Last day to add a Tuesday evening class
January 22	• Last day to add a Wednesday evening class
January 23	• Last day to add a Thursday evening class
January 27	• Last day to add a Monday evening class
February 18	• Deadline to apply for spring graduation
March 7	• End of first term • First term and mid-term grades due in Admissions and Records • Residence halls close at 3 p.m. for spring holidays
March 10-14	• Spring holidays
March 16	• Residence halls open at 3 p.m.
March 17	• Classes resume after spring holidays
March 18	• First day a student may withdraw from classes
March 27	• Residence halls close at 3 p.m. for Easter holiday (night classes will not meet)
March 28	• Easter holiday
March 30	• Residence halls open at 3 p.m.
March 31	• Classes resume after Easter holiday
April 21 - May 16	• Advance registration for 1997 summer and fall terms
May 5	• Last day to withdraw from classes or all classes
May 9	• Last day of day classes
May 12-15	• Final examinations - day and evening classes
May 15	• Residence halls close at 3 p.m.

May 16	• Grades due in Admissions and Records - 12 noon • Work day for faculty and staff
May 18	• Spring commencement

1997 SUMMER SCHEDULE

May 29, 1997	• Open registration - for first and second summer terms, eight weeks and evening classes
June 1	• Residence halls open
June 2	• First day of classes
June 27	• Last day of first summer term classes and final examinations • Open registration - second summer term
June 30	• First day of classes for second summer term
June 30 - July 25	• Advance registration for 1997 fall semester
July 4	• Holiday - Independence Day
July 25	• Last day for eight weeks, second summer term, and evening classes and final examinations

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I

The College Organization

HISTORY OF HINDS COMMUNITY COLLEGE

What began in 1917 as a small agricultural high school in the center of Hinds County, is today one of the most progressive post-secondary educational institutions in the state.

Hinds County Agricultural High School in Raymond was established under the presidency of W. M. Taylor. In its first year, the institution enrolled 117 students who were taught by a faculty of eight. The school was one of several agricultural high schools which sprang up in the state during this period.

In 1918, R. E. L. Sutherland became president of the institution. Building on the legacy of Taylor, Sutherland started the school on the road to becoming part of one of the first statewide junior college systems in the nation.

The first year of junior college work was offered during the 1922-23 school session and attracted a freshman enrollment of 30 students.

Four years later in 1926, a curriculum for sophomore students was added. During this time, the College also received accreditation from the Southern Association of Colleges and Schools which guaranteed that Hinds students would have their coursework fully accepted by senior colleges and universities.

President G.J. Cain served the College from 1929 to 1938, and while the college curriculum and enrollment continued to expand so did the institution's participation in competition. The year 1936 marked Hinds' predominance in state competition, as the college won literary, athletic, and debate contests.

After Cain's tenure, George M. McLendon assumed the presidency and served until 1965.

Under McLendon's leadership, Hinds experienced accelerated growth, and during World War II, the College initiated the vocational division. Because of the area's growth in business and industry, President McLendon saw the need for opportunities in vocational education. He was instrumental in expanding the vocational division curriculum with a wide range of offerings to meet this need. This division currently offers over 20 areas of study.

Technical program offerings blossomed in the late 1960s, and an associate of applied science degree for two-year technical students was approved. This degree offering was placed in the college catalog for the first time during the 1968-69 school year.

With McLendon's retirement in 1965, Hinds inaugurated Robert L. Mayo as its fifth president. Enrollments continued to increase and programs continued to expand, creating a need for more facilities. Hinds opened the Jackson Branch, located at 3925 Sunset Drive, in 1970, and continued its growth with the building of the Vicksburg-Warren County Branch which opened its doors in 1975.

Dr. Clyde Muse became president of the institution in 1978 with the retirement of Mayo. And, during his first years as leader of the College, Hinds enrollment soared over the 10,000 mark. This represented the largest single institution enrollment at any state community college.

In 1982, Utica Junior College, under Federal Court order, merged with Hinds to form an educational institution of even greater prosperity in enrollment, facilities, program offerings, and community service ventures. The merger also saw an increased diversity in the options available to students.

The rich history of Utica dates back to 1903 when Dr. William H. Holtzclaw, a native Hinds countian, founded the Utica Normal and Industrial Institute as a private school. For 40 years, Holtzclaw led this school as it taught students how to read and write, and to work with their hands.

In the early 1940s, Holtzclaw handed the leadership of the Institute to his son, William, who remained at its helm until 1946 when J. W. Grantham became superintendent. Grantham served at Utica until 1951. At this point, J. D. Boyd became the third president, and during his fourth year the institution was recognized by the state legislature as Utica Institute. Boyd continued in his position until 1957 when Dr. Walter Washington became president. Under the subsequent guidance one year later of J. Louis Stokes, the Institute became known as Utica Junior College and joined the other state-funded two-year colleges in working to meet the needs of the state's citizens. Stokes remained president until the Utica/Hinds merger in 1982.

Today the Utica Campus offers over 50 academic, vocational, and technical programs to its students. Residence hall life now plays a major role in the lives of these students with the 1984 addition of the B. E. Lewis, Maggie Dunson, and Newton-Walker buildings. The Utica Campus is also home to the J. D. Boyd Gymnasium, one of the most modern sports facilities in the community college system. Men and women's basketball and tennis teams are a part of the strong athletic tradition that exists at Hinds.

The year 1983 saw Hinds open its Pearl-Rankin Vocational/Technical Center to offer courses to Rankin County high school students. Known today as the Rankin Campus, this location of Hinds now also serves college-age and adult students and has the largest number of commuter students in the College district enrolled in academic, vocational, and technical programs. Facilities at this location now include the Academic Library Building (1988), Academic/Technical Building (1990), and the newest addition, the Student Services Building (1992).

In 1984, the Jackson Branch on Sunset Drive joined with the Nursing/Allied Health Center at 1750 Chadwick Drive and the Universities Center on Ridgewood Road to form a comprehensive Jackson Campus. After adding an academic and technical building in 1992, the Sunset Drive location became known as the Academic/Technical Center.

The Jackson Campus features diverse curriculums ranging from both academic and technical courses at the Academic/Technical Center to nursing and allied health programs at the Nursing/Allied Health Center. For several years the University Center provided academic courses which transferred to senior colleges and universities.

Growth in business and industry saw the institution incorporate the Resource and Coordinating Unit for Economic Development in 1988 to train workers and raise their education level. Through computer laboratory skills, mobile literacy units, small business development workshops, and international trade seminars,

this segment of the College works to expand the state's economic base.

In 1990, the Vicksburg Branch added another learning facility, known as the Academic and Technical Building, to serve high school graduates and adult learners who want to study in academic, vocational, and technical areas. The Branch also houses the largest high school vocational-technical center in the state.

The Hinds Campus in Raymond, where the College's history began, added a state-of-the-art cafeteria to its facilities in 1993. Other features such as an 18-hole golf course, olympic-size swimming pool, and varsity athletic competition appeal to students enrolled in academic, vocational, and technical programs.

In 1994, Hinds joined 13 community and junior colleges in the state on the Community College Network (CCN), a telecommunications system which links the institutions to one another. The network provides access to educational resources that had not previously been available, including continuing education classes for teachers and those in the private sector.

To reflect its commitment to meet the educational needs of everyone in the district, Hinds Junior College changed its name to Hinds Community College in 1987. Recent high school graduates, adults working on a second career, industry employees who are upgrading skills, and those who are taking classes just for fun are letting Hinds make a difference in their lives. Hinds is now, more than ever, living up to its name as "The College for All People."

MISSION STATEMENT

The mission of Hinds Community College, a public, comprehensive community college, is to offer pertinent and diverse educational programs and services for persons with various interests and abilities by:

- Providing academic (college transfer) programs that parallel the first two years of four-year college studies
- Providing occupational programs to prepare students for employment
- Providing continuing education programs for unemployed, employed, or underemployed adults who need training or retraining, or who can otherwise profit from the programs
- Providing continuing education programs that enhance the quality of life
- Providing short courses, seminars, workshops, and industrial start-up training that will meet educational, business, industrial, and service needs
- Providing high school general education and vocational services through a cooperative agreement with district high schools

GOALS

The College's mission requires a fundamental commitment to teaching excellence and a supportive, caring student environment. Therefore, the following goals have been established:

1. To provide an environment conducive to serious study where students can learn to listen, to think, to reason, and to communicate effectively
2. To provide an environment where students can develop intellectually, socially, physically, morally, and spiritually
3. To provide guidance in assessing and developing the aptitudes and the abilities of students
4. To provide guidance, counseling, and learning experiences that will enable students to attain economic security
5. To provide continuing education in academic, technical, and vocational areas
6. To provide extracurricular activities to give students opportunities for developing leadership and social confidence and learning to work with others
7. To provide educational experiences that will enable students to become effective citizens
8. To promote positive community relations by providing facilities, professional leadership, and services to meet specific needs of the community and the district

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Dr. Leslie Johnson, Secretary (Hinds)

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F.C. Fox, Jr. (Claiborne)
Dr. Ray Holloway (Copiah)
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Jimmy Smith, A.A., B.S., M.S. ..... Vice President for Rankin Campus; Jackson Campus - Academic/Technical Center, Universities Center; Director of Occupational Programs

DISTRICT COLLEGE ADMINISTRATION

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Bebe Garrison, B.S ..... Coordinator of High School Relations

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Reggie Harris, B.S. ..... Recruiter

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Patsy Mayo, B.A., M.A., ... Coordinator, Tech-Prep

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Karena Simon, B.S., M.S. Ed. .....Academic Counselor

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William Wilson, A.A.S., B.S., M.Ed. .....Post-Secondary Vocational-Technical Dean

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Davelle King, B.B.A., M.Ed. ..... Academic Counselor
Shanna Moak, B.S., M.S. ..... Coordinator of Creative Learning in Retirement
* John Perritt, A.A., B.S., M.Ed ..... Instructional Development Officer
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Carol Todd Robinson, B.S. Ed., M.S.Ed ..... Counselor
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Randy Smith, A.A.S., B.S., M.Ed., Ed.S. ..... Counselor

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Gloria Daniels, B.S., M.S.C., M.Ed., Ed.S. ..... Counselor
Deborah Danner, B.S., M.S. ..... Data Processing Instructor-Manager, Computer Services
* Willie Ealey-Stokes, B.S., M.A. ..... Assistant Director, Public Relations
* Alma Fisher, A.A., B.A., M.A. ..... Administrative Librarian
Eugene Gaston, B.S., M.S., Ph.D. ..... Dean of Instruction
Shirley Hopkins, B.A., M.A.T., Ph.D ..... Title III Coordinator & Director of Learning Assistance Program
Cornelius Horton, B.S., M.S. ..... Counselor
Maude Jordan, B.S., M.S., Ed.S. ..... Counselor
Jessie J. Killingsworth, B.S., M.S., Ph.D. ..... Dean, Vocational-Technical Education
Daisy M. LaCour, B.S., M.S. Ed. ..... Director, Upward Bound Program
Shirley Meeks, B.S., M.S. ..... Counselor
Ellestene Turner, B.A., M.S. ..... Registrar

ADMINISTRATION
VICKSBURG-WARREN COUNTY BRANCH

George E. Barnes, B.S., M.A., Ed.S., Ph.D ..... Vice President for Utica Campus, **Vicksburg-Warren County Branch,** and Administrative and Student Services
Hilton Dyar, A.A., B.S., M.S. ..... Dean
Faye Wilkinson, B.S., Ed.S. ..... Assistant Dean
Robert Barlow, B.S., M.Ed. ..... Counselor
Katherine E. Caldwell, B.S., M.Ed. ..... Counselor
Wilbur Harpole, Jr., B.S., M.Ed. ..... Counselor
Burkette H. Martin, Jr., B.S., M.Ed. ..... Counselor

DIRECTORY OF CHAIRPERSONS/INSTRUCTORS

Listed below are Campus/Branch/Center personnel. Normally, Instructor/Department Heads should be contacted by students who have questions about courses or similar matters. The normal route is as follows: From Instructor/Department Head to Division Chairperson, to Campus Dean, to Campus/Branch Vice President, to appropriate District Vice President, to the College President.

DEPARTMENT CHAIRPERSONS/INSTRUCTORS
JACKSON CAMPUS - ACADEMIC/TECHNICAL CENTER

Accounting/Mathematics ..... Edna Bilbro
Biology ..... Hilda Wells
Business Technology ..... Norma Dell Broadway
Chemistry ..... Gerald Pabst
Child Care Development ..... Mary Ann Jacobs
Computer Science ..... Art Compere
Drafting/Design Technology ..... Lynn Carter
Electronic Technology ..... Walter Hammack
Calvin Robinson
English and Foreign Language ..... Gary Fox
Geographical Information Systems Technology ..... Clayton Kimble
Hospitality and Tourism Management ..... James L. Richardson
* Mathematics ..... George W. Deer
Paralegal Technology ..... Thomas Powell
Psychology ..... Mary Nell Scott
Sociology ..... Audry Singletary

DEPARTMENT CHAIRPERSONS/INSTRUCTORS
JACKSON CAMPUS - NURSING/ALLIED HEALTH CENTER

AD Nursing ..... Gloria Coxwell
Dental Assisting ..... Richard Gavant
Emergency Medical Technology ..... Rhoda Woodard
Medical Lab Technology ..... Jane Elder
Medical Records Technology ..... Judy Moore
Physical Therapist Assistant ..... Lisa Latham
Practical Nursing ..... Sandra Freeman
Respiratory Therapy ..... Pat Matthews
Surgical Technology ..... Martha Thomas

DEPARTMENT CHAIRPERSONS/INTRUCTORS
RANKIN CAMPUS

Art/Music ..... De Hurston
Biology ..... Charles H. Wise
Business Administration ..... Sharon Lee Cauthen
Business Technology ..... Jean Powers
Chemistry/Physics ..... John Payn
Computer Science ..... George W. Deer
Developmental Studies ..... Elaine Barr
Electronics Technology ..... Manual Shows
English, Foreign Language, Speech ..... Gary Fox
Mathematics ..... George W. Deer

Marketing Technology ..... Nan Woods
Physics ..... George W. Deer
Social Science ..... Eleanor Long

DEPARTMENT CHAIRPERSONS/INSTRUCTORS
RAYMOND CAMPUS

Agribusiness Management Technology (1+1) ..... Bill Dixon
Agriculture ..... Thad Owens
Airframe and Power Plant ..... Tommy Douglas
Art ..... Russell Schneider
Auto Body and Frame Repair ..... Herbert McPhail
Auto Mechanics ..... Reece Powell
Auto Machinist ..... Lee Foote
Auto Vehicle and Accessories Marketing ..... Mickey Mott
Biology ..... Linden Haynes
Barbering ..... Murray Neal
Brick, Block and Stonemaonry ..... L.C. Henderson
Business Administration ..... Tom Shepherd
Business Technology/Computer Technology ..... Mary Etta Naftel
Carpentry ..... Curtis Alexander
Chemistry/Physical Science ..... Lester Harrison
Commercial Art Technology ..... Michael Hataway
Communications Electronics Repair ..... Fred Redmond
Computer Programming ..... Stuart Spann
Drafting and Design Technology ..... Lonnie Harper
Education Data Processing ..... Martha Hand
Electricity and Wiring ..... Russell McGuffee
Electronics Technology ..... Harry Partin
English ..... Peggy Brent
Food Processing ..... Roger Jones
Graphics ..... Bob Laster
Graphic Arts ..... Michael Hataway
Heavy Equipment Maintenance ..... Dean Hodges
Home Economics ..... Alice Walker
Interpreter Training Technology ..... Gil Magee
Landscape Technology ..... Martha Hill
Machine Shop ..... Aubrey Nolen
Marketing Management Technology ..... Jerry Roberts
Mathematics ..... Dan Hogan
Meat Merchandising ..... Lamar Currie
Music ..... Rolland Shaw
Paralegal Technology ..... Latricia Nelson
Physical Education ..... Dot Murphy
Printing Communications ..... Russell Poirrier
Psychology ..... Betty Clayton
Reading ..... Hilda McRaney
Refrigeration and Air Conditioning ..... W.E. Carson
Social Science ..... Lura Scales
Speech ..... Jerry Agent

Veterinary Technology ..... Bobby Glenn
Welding ..... Glenn Kemp

DEPARTMENT CHAIRPERSONS/INTRUCTORS
UTICA CAMPUS

Business ..... Ernestine Black
Electronics Technology ..... Darryl Jenkins
Mathematics and Science ..... Mae C. Jackson
Music ..... Bobbie Cooper
Social Sciences ..... James Jordan

DEPARTMENT CHAIRPERSONS/INSTRUCTORS
VICKSBURG-WARREN COUNTY BRANCH

Business ..... Laura Inman
Business Technology ..... Patricia Theriot
English ..... Glenda LaGarde

** Dual Reporting Reponsibilities*

FACULTY
JACKSON CAMPUS
Nursing/Allied Health Center

Joyce Adams ..... Related Studies
B.S. M.S., University of Alabama; Ed.S., Mississippi State University

Gwendolyn Adcock ..... Surgical Technology
A.D.N., Northeast Mississippi Community College

Rhonda Armstrong ..... Nursing (RN)
B.S.N., M.S.N., University of Mississippi

Sherry Avenmarg ..... Nursing (RN)
B.S.N., M.S.N., University of Mississippi

Margaret Bain ..... Vocational Counselor
B.S., Mississippi State University; M. Ed., University of Mississippi

Patty S. Baker ..... Nursing (RN)
B.S.N.,.M.S.N., University of Mississippi

Linda Banks ..... Nursing (RN)
B.S.N., M.S.N., University of Mississippi

Dene Bass-Simmons ..... Nursing (RN)
Diploma, Gilfoy School of Nursing, B.S.N., M.N., University of Mississippi

Joseph Batton ..... Nursing (RN)
B.S.N., Mississippi College; M.S.N., University of Southern Mississippi

Kathy Batton ..... Nursing (RN)
B.S.N., University of Mississippi; M.S.N., University of Southern Mississippi

Delene Browning ..... Nursing (RN)
B.S.N., Armstrong State College; M.S.N., Medical College of Georgia

Jacqueline Carrillo ..... Nursing (RN)
B.S.N., California State University; M.S.N., University of Mississippi

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Sandra Freeman ..... Practical Nursing
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B.S., Alcorn State University; M.S.Ed., Jackson State University;
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Margaret T. Haynes ..... Nursing (RN)
B.S., Marymount College; M.N., University of Mississippi

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B.S., Northeast Louisiana University; M.N., University of Mississippi

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B.S.N., University of Mississippi; M.N., University of Mississippi

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Charlotte Ann McHenry.....Nursing (RN)
B.S.N., University of Mississippi; M.S., University of Maryland; Ph.D., Florida State University

Vicky I. Minninger .....Nursing (RN)
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Kathryn Piazza .....Medical Record Technology
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University of Mississippi Medical Center; M.B.A., Mississippi College

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Pamela E. Reeves .....Dental Assisting
A.A.S., Hinds Community College; CDA, Dental Assisting National Board

Pamela H. Reeves .....Nursing (RN)
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Katherine Robertson .....Nursing (RN)
B.S.N., University of Mississippi; M.S., Georgia State University

Vickie Lynn Rogers .....Nursing (RN)
B.S., M.S., University of Southern Mississippi

Elizabeth Rueff .....Nursing (RN)
R.N., Gilfoy School of Nursing; B.S.N., University of Mississippi; M.S.N. University of Alabama

Arlene R. Shelby.....Dental Assisting
A.A.S., Hinds Community College; CDA; Dental Assisting National Board

Roy M. Shelby .....Academic Counselor
B.S. Ed., M.S. Ed., Jackson State University

M. Jane Skinner .....Nursing (RN)
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M.S.N., Ph.D., University of Mississippi

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B.S., University of Southern Mississippi; M.A.T., Mississippi State University; Mississippi College

Debra G. Spring .....Nursing (RN)
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F. Elizabeth Stephens .....Nursing (RN)
B.S.N., University of Mississippi; M.S.N., University of Alabama

Dianne A. Sturdivant .....Nursing (RN)
B.S.N., M.N., University of Mississippi

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Jan Terrill ..... Practical Nursing
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Martha G. Thomas ..... Surgical Technology
Diploma, Mississippi Baptist Hospital; B.S., University of Southern Mississippi

Connie Faye Townsend ..... Nursing (RN)
B.S.N., Mississippi College; M.N., University of Mississippi; Ed.D., University of Southern Mississippi

Lynne Turner ..... Respiratory Care
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Charlotte H. White ..... Nursing (RN)
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Theresa Winschel ..... Respiratory Care
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Rhoda Woodard ..... Emergency Medical Technology
RN, Evangelical Deaconess Hospital School of Nursing, Milwaukee, Wisconsin;
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Katie Worrell ..... Practical Nursing
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JACKSON CAMPUS
Academic/Technical Center

Jerry Ainsworth ..... Hospitality & Tourism
B.S., University of Mississippi

Lucretia Bishop Berry ..... English
A.A., Copiah-Lincoln Community College;
B.S., M.S., University of Southern Mississippi; Mississippi State University

Edna Bilbro ..... Business Administration
B.B.A., Delta State University; M.B.A., Mississippi College

Patsy Bozeman ..... Business Technology
B.A., University of Southern Mississippi; M.Ed., Mississippi State University

Norma Dell Broadway ..... Business Technology
B.S., University of Southern Mississippi; M.Ed., Mississippi College; Ph.D., University of Mississippi

Burlene Brumfield ..... Child Care and Development
B.S., Alcorn State University; University of Southern Mississippi; M.A., Ed.S., Jackson State University

Cheryl Carr ..... Business Technology
A.A., Holmes Junior College; B.S., M.S., Delta State University

Margaret Carr ..... Developmental Mathematics
B.A., M.A., Winthrop College; Ed.S., Appalachian State University

Betsy Carraway ..... Culinary Arts
A.A., Johnson & Wales University, Providence, Rhode Island

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Hinds Community College; University of Southern Mississippi

Willian Cochrane ..... Developmental Reading
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William A. Compere ..... Math/Computer Science
B.A., Mississippi College; M.Ed., Mississippi State University;
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A.A., Southwest Mississippi Community College; B.S., M.S., University of Southern Mississippi;
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A.A.S., Utica Junior College; B.S., M.S., Jackson State University

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Nancy McMurtrey.....Child Care and Development
B.S., M.S., Mississippi College

Sheila F. Miller .....Remedial Studies
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Pat S. Owen .....Special Services (Sex Equity Project Coordinator)
B.S., M.S., Missisippi State University; M.S., Memphis State University

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B.S., M.S., Ph.D., Mississippi State University

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A.A.S. Utica Junior College; B.S., M.B.A., Jackson State University

Thomas Powell .....Paralegal
B.A., Tougaloo College; J.D. Washburn University

Cynthia Erves-Price .....Business Technology
B.S., Jackson State University

James Larry Richardson .....Hotel & Restaurant Management
A.A.S.,Hinds Junior College; B.S., M.S., University of Southern Mississippi

Cleavern Robertson .....Vocational Counseling
B.S., Jackson State University; M.Ed., Delta State University; Jackson State University

Calvin Robinson .....Computer Maintenance Technology
B.S., Alcorn State University

Mary Robinson .....English
B.A., M.A.T., Jackson State University

Albert Ross.....Related Studies
A.A.S., Utica Junior College; B.S., Mississippi Valley State University

Mary Nell Scott.....Psychology
B.S., M.S.Ed., Jackson State University

Karena Simon.....Academic Counselor
B.S., M.S. Ed.,Jackson State University

Audrey Singletary .....Sociology
A.A., Hinds Community College; B.A., M.S.S., University of Mississippi

Blanchie Sutton.....Special Populations Coordinator
B.S., M.S., Jackson State University

Jackie Waite .....JTPA Office/Clerical
A.A.S., Hinds Community College; B.S., Mississippi College, M.Ed., Mississippi State University

Hilda Wells .....Biology
B.S., Tougaloo College; M.S., Jackson State University; University of Maryland

RANKIN CAMPUS

Theresa Akbar.....Librarian
B.S., Mississippi Industrial College; M.L.S., University of Mississippi; Mississippi State University

Ginger N. Arledge .....Chemistry
B.S., M.Ed., Mississippi State University

Elaine H. Barr .....Related Studies
B.S., M.Ed., Mississippi State University; Georgia State University,
Millsaps College, Jackson State University

Linda Blackwell .....High School Voc/Tech Counselor
B.S., Jackson State University; M.Ed., Mississippi College

Sharron Lee Cauthen .....Business Administration
A.A., Holmes Community College; B.S., Mississippi University for Women; M.B.A., Mississippi College

Angela English .....Biology
B.S., Jackson State University; M.S., Jackson State University

Gary Fox .....English
B.A., Millsaps College; M.A., Mississippi College

Linward Garrett .....Metal Trades
B.S., Jackson State University; University of Southern California; University of Oklahoma

Patricia Grantham .....Child Care
B.S., M.A., Northwestern State University

Jean B. Green .....Librarian
B.A., University of Mississippi; M.L.S., University of Southen Mississippi

Angela Kaye Hall.....Allied Health
B.S.N., University of Southen Mississippi

Dana Harrell .....Marketing Cooperative
A.A.S., Hinds Community College; B.S., Mississippi State University

Marion Faye Henson .....Food Production Management and Services
A.A., Holmes Community College; B.S., Mississippi State University

Lynn Holliday.....Diversified Occupations Coordinator
B.S., Mississippi State College for Women; Mississippi College; Jackson State University

Jeffrey Hughes .....Mathematics
B.A., Mississippi College; M.Ed., University of Mississippi

De Hurston .....Art
B.A., Belhaven College; M.A., University of Mississippi

Judith Isonhood .....Developmental Studies
A.A., Hinds Community College; B.A., Mississippi State University; M.Ed., Mississippi State University

Allan B. Johnson .....Agriculture Diesel Mechanics
A.A., Hinds Community College

Claitor D. Johnson .....Plumbing
B.S., Mississippi College

Christine King .....Medical Assistant Technology
A.A., Tulsa Junior College

Inda Laney .....Computer Science
B.S., M.Ed., Mississippi College

Alexander Lee .....Mathematics
B.S., M.Ed., Mississippi State University

Eleanor Long .....History
B.A., M.A., Mississippi College

Frankie Scott Loving .....English
B.S., Mississippi Valley State University; M.Ed., University of Mississippi;
Ed. S., Jackson State University

Ernest McFadden .....Auto Mechanics
B.S., Mississippi Valley State University; Jackson State University

Carol McLaurin .....Counselor
B.S., M.S., Jackson State University

Wanda C. Orr .....Intensive Business
A.A., Copiah-Lincoln Community College; B.S., University of Southern Mississippi;
M.Ed., Mississippi State University

John Payn. .....Mathematics/Physics
B.S., Louisiana State University; M.A., John Hopkins University; M.C.S., Mississippi College

Pam Perry .....Business Technology
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Carol Ann Poore .....Developmental Mathematics
B.S., Delta State University

Jean R. Powers.....Business Technology
B.S., (Education), B.S., (Secretarial Science), Belhaven College; M.Ed., Mississippi College

Susan Ringer .....Psychology
B.S., Florida State University; M.S., University of Southern Mississippi

John R. Scoggins .....Auto Body
Hinds Junior College

Phillip E. Scott .....Carpentry
B.S., Jackson State University

Manuel Shows.....Electronics
A.A., Holmes Community College

Thomas Shows .....General Electricity & Wiring
A.A., Jones Junior College

Ronald C. Smith .....Drafting
A.A., Hinds Community College

Ban-Huat Song .....Chemistry
B.S., Phillips University; Ph.D., University of North Texas

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A.A., Southeastern Junior College; B.A., William Carey College

Pamela Truhett. .....Vocational-Technical Counselor
B.S., M.Ed., Mississippi State University

Joseph P. Vaughn .....Diversified Technology
A.A., Hinds Community College

Daniece Harris-Williams .....Biology
A.A., Hinds Community College; B.S., Belhaven College; M.S., University of Southern Mississippi

Lise' Williams. .....Allied Health Cluster
B.S., Mississippi University for Women

Hamilton Wise .....Biology
B.A., University of Maryland; M.S., Pan American University; Ph.D., North Texas State University

Celia Wood .....English
B.A., Millsaps College; M.Ed., North Carolina State University

Nan Woods. ..... Marketing Management Technology
B.S., M.S., University of Southern Mississippi

Stephanie Woods ..... English
B.A., Millsaps College; M.A., Mississippi College

RAYMOND CAMPUS

Jerry Peyton Agent ..... Speech
A.A., Hinds Junior College; B.S., University of Southern Mississippi;

Curtis Alexander . ..... Carpentry
A.A., Copiah-Lincoln Community College

Lynda L. Allen ..... Mathematics
B.A., Mississippi College, M.S., University of Mississippi

Nancy Allen . ..... Criminal Justice
B.A., M.S., University of Southern Mississippi

Faye R. Angelo ..... English
B.A., M.A., Mississippi State University; University of Mississippi; University of Southern Mississippi

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Mac L. Baker ..... Marketing Technology
B.S., University of Southern Mississippi, M.Ed., Mississippi State University,
University of Southern Mississippi

Billie L. Banes ..... Farm Management
A.A.S., Hinds Junior College, B.S., M.S., Mississippi State Mississippi

Linda B. Bath ..... Business Technology
A.A., Hinds Junior College; B.S.Ed., M.Ed., Mississippi College

Anna Cowden Bee ..... Hi-Steppers, Dance, Modeling
A.B., Samford University; Dance Master, Chalif School of Dance (New York);
June Taylor School of Dance, New York Ballet Theatre

James Robert Bell ..... Chemistry
B.A., M.C.S., University of Mississippi; Ph.D., University of Southern Mississippi

Kenneth Alf Benson ..... Psychology
B.S., M.A., Eastern New Mexico University

Nancy L. Benson ..... English
B.S.Ed., M.A., Mississippi State University

Mike Berry ..... Biology
B.S., Alcorn State University; M.A., Atlanta University; Texas Southern University;
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B.S., Mississippi State University; M.S., Mississippi College

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Joseph Cameron ..... Biology
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Jerry Gale Carr ..... English
B.A., M.A., Mississippi State University; University of Southern Mississippi; Jackson State University

Wesley Eddie Carson ..... Air Conditioning/Refrigeration
B.S., Mississippi State University

Shu Hsiung Chang ..... Chemistry
B.S., Cheng-Kong University; Ph.D., University of Cincinnati

Robert Dale Cheesman ..... Music
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B.S., M.Ed., Mississippi College

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B.A., Mississippi College; M.S., University of Southern Mississippi; Mississippi State University; University of Mississippi

John Cockrell ..... Machine Shop
A.A.S., Hinds Junior College; University of Southern Mississippi

Randel Ray Cody ..... Aviation Maintenance Technology
B.S., Delta State University

Sandra Collins ..... Mobile Unit
A. A., Hinds Community College; B.S.E., Mississippi College

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B.S., M.S., University of Tennessee; Ph.D., World Open University

Rosia W. Crisler ..... English
B.S., Mississippi Valley State University; M.A., Western Illinois University; Columbia University; University of Mississippi; New York University; Paris, France; Ed.S., Jackson State University

A. Lamar Currie ..... Meat Merchandising
B.S., Belhaven College

Opal Dakin ..... Biology
B.S., Delta State University; M.S., Ph.D., Mississippi State University

Lisa Bell Davis ..... Mobile Unit Instructor for RCU
B.S., University of Mississippi; M.A.T. Elem. Ed., Alaska Pacific University

William D. Dixon ..... Farm Management
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Tommy Douglas ..... Air Frame Power Plant
U.S. Air Force; Copiah-Lincoln Junior College

Doris Downing ..... Barbering
Hinds Community College; University of Southern Mississippi

Bob Allan Dunaway ..... Art
B.S.Ed.,Mississippi College; M.S.Ed., Illinois State University; Arizona State University

Janice E. Duncan ..... Sociology
B.A., Dillard University; M.S., East Texas State University; Ph.D., Jackson State University; Texas A & M University; East Texas State University; North Texas State University; Jackson State University

Paula L. Duren ..... Art
B.F.A., University of Southern Mississippi; M.A., Mississippi College

William Eaton ..... Electronics Technology
A.A., Hinds Junior College; B.S., University of Mississippi

Ann Eaves.....Music
B.M.Ed, Mississippi State College for Women; M.M.Ed., Auburn University; University of Alabama; George Peabody College of Vanderbilt

Beverly Derden Fatherree. .....English
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Ben H. Fatherree.....History
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Donald Ernest Faulkner .....Physical Science
B.S., Millsaps College; M.S., University of Rochester; Mississippi College

Sharon Feaster .....Biology
B.S., M.S., Delta State University; University of Mississippi Medical Center; University of Southern Mississippi

Helen Juanita Flanders.....Library
A.A., Hinds Community College; B.A., Mississippi University for Women; M.L.S., Vanderbilt University; Ph.D., Bowling Green State University

Terry Fletcher .....Music
B.M.Ed., Millikin University; M.M., Northern Illinois University; University of Southern Mississippi

Lee Foote .....Auto Machinist
Hinds Community College; Jackson State University

James Fulton .....Biology
A.A., East Central Junior College; B.S., M.Ed., Ed.D., Mississippi State University

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B.A., Millsaps College; M.A., Mississippi College; University of Mississippi

Godfrey Lawrence Garner .....Criminal Justice
B.S., Langston University, University Center at Tulsa; M.S., Northeastern Oklahoma State University; Mississippi State University; University of Southern Mississippi

Margaret Ann Gandy .....Business Technology
B.S., M.S., University of Southern Mississippi; Mississippi College, University of Southern Mississippi

Lavina Ganshani .....Computer Science
B.S., University of Bombay, India; M.S., Jackson State University

Daniel Gilbert .....Psychology
B.A., Louisiana Tech University; M.S., Northeast Louisiana University; M.C.C., Mississippi College; LPC, MS

Bobby O. Glenn .....Veterinary Technology
B.S., Mississippi State University; D.V.M., Auburn University

June Mueller Graham.....Business Technology
A.A., Jones Junior College; B.S.C., M.B.E., University of Mississippi; East Carolina University; Mississippi College; Mississippi State University

Billy Dale Graves .....Physical Science
B.S., M.S., Ph.D., Mississippi State University

William G. Hairston .....History, Geography
B.S., University of Mississippi; M.A., Michigan State Unlversity

Denise Marlene Halbach .....Theatre and Speech
B.A., University of Mississippi; M.F.A., University of Southern Mississippi

Martha D. Hand.....Computer Technology
B.S., Mississippi College; Mississippi State University

Lonnie Lee Harper.....Industrial Drafting
A.A.S., Copiah-Lincoln Junior College; B.S., University of Southern Mississippi; M.S., Jackson State University

James A. Harris.....Office Machines Repair
A.A., Hinds Junior College; University of Southern Mississippi

Joanne Matthews Harrison ..... Biology
B.A., Southwestern at Memphis; M.S., Memphis State University; Mississippi State University

Lester Wayne Harrison ..... Physical Science
B.S., Lambuth College; M.S., Ph.D., Memphis State University;
University of Georgia; University of Kentucky

Michael Willis Hataway ..... Commercial Design & Advertising
A.A., Hinds Junior College; B.S.Ed., M.Ed., Mississippi College; Mississippi State University

Linden Smith Haynes ..... Biology
B.S., Alcorn State University; M.S., Virginia State University; Ph.D., Iowa State University

L.C. Henderson ..... Bricklaying
B.S., M.S., Jackson State University

Martha Hill ..... Landscape Management
B.S., Mississippi State University

Dean W. Hodges ..... Heavy Equipment Maintenance
A.A.S., Hinds Community College; B.S., Western Illinois University;
M.S., University of Southern Mississippi

Daniel A. Hogan ..... Mathematics
B.S., University of Southern Mississippi; M.S., Ph.D., Louisiana Technical University

Jo Smith Hollman ..... Sociology
B.A., M.A., Mississippi College; Mississippi College Law School, University of Mississippi,
University of Southern Mississippi; Mississippi State University

Charlie T. Hubbard ..... Vocational Counseling
B.S., Alcorn State University; M.A., Texas Southern Universlty; Ed.S., Jackson State University

Anthony Hughes ..... Physical Education
B.A., Technical Certificate, University of Southern Mississippi

John Ingwerson ..... Music
B.A., University of Nebraska; M.M.Ed., University of Arizona; Western Washington University

Tracy A. Irby ..... Music
A.A., Hinds Junior College; B.M.E., M.M.E., Northeast Louisiana University

Billy Ivey ..... Asst. Director, Media Center
A.A., Hinds Junior College; M.S., M.Ed., University of Southern Mississippi

Sara Halsell Jenkins ..... English
A.A., Hinds Junior College; B.A., Mississippi College; M.A., University of Alabama;
Mississippi College; University of Alabama

James Kenneth Johnston ..... Mathematics
B.S., Mississippi State University; M.Ed., Mississippi College; Ed.,D., University of Mississippi

Roger P. Jones ..... Food Processing Technology
B.S., M.S., Ph.D., Mississippi State University

Carol Kelley ..... Coordinator, Hearing Impaired
B.A., Jacksonville University; M.S., Florida State University

George Morris Kelly ..... English
B.A., M.A., Mississippi State University; University of Mississippi

Jane A. Kelly. ..... Psychology
B.A., M.S., University of Southern Mississippi; Ph.D., Mississippi State University

Glenn L. Kemp ..... Welding
A.A.S., Hinds Junior College; University of Southern Mississippi; NOCTI

Davelle King ..... Counselor
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Mary A. Kuhn ..... Sociology
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Ann Appleton Laster ..... English
B.A., Mississippi College; M.A., University of Mississippi; University of Mississippi

Bob Laster ..... Graphics
B.S., M.Ed., Mississippi State University; University of Tennessee

Sharon P. Leggett ..... Counseling
B.S.Ed., University of Southern Mississippi; M.Ed., Mississippi College; Mississippi State University

Wanda Lewis ..... Biology
A.A., Copiah-Lincoln Junior College; B.S., M.S., Ed. S., University of Southern Mississippi

Alma J. Lofton ..... Business Administration
B.S., Mississippi College; M.Ed., Mississippi State University; Mississippi College

Larry Ford Lofton ..... Business Administration
B.S., M.B.A., University of Southern Mississippi;
C.P.A., American Institute of Certified Public Accountants; Mississippi State University

Mary Lou Lott ..... Music
B.M.Ed., M.M.Ed., University of Southern Mississippi; Loyola University,
University of Southern Mississippi; Mississippi College

Gilbert R. Magee. ..... Interpreter Training for the Deaf
B.S., Mississippi State University; M.C.D., University of Mississippi; Ed.S., University of New Orleans

John Philip Manchester, Jr. ..... Music
B.S., Livingston University; M.M.Ed., North Texas State University; D.A., University of Mississippi

Randy Mapes. ..... Music
B.M., University of Wisconsin; M.M., University of Southern Mississippi

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A.A., Hinds Junior College; B.A., University of Mississippi; University of Mississippi

Polly Tillman Marshall ..... English
A.A., Hinds Junior College; B.A., M.A., Mississippi College; Mississippi State University;
University of Mississippi

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B.M. Ed., University of Alabama; M.M.Ed., Mississippi College; University of Michigan;
University of Wisconsin; University of Southern Mississippi;
Texas Christian University; Mississippi State University

Shirley Mays ..... Business Technology
B.S., Alcorn State University; M.S., University of Southern Mississippi

Gayle McCarty ..... Art
B.A., M.A., Mississippi College

Debbie P. McCollum ..... English
A.A., Hinds Junior College; B.A., M.A., Mississippi College

Russell W. McGuffee, Jr ..... General Electricity & Wiring
A.A.S., Hinds Junior College; University of Southern Mississippi

Cleon McKnight ..... Chemistry
B.S., Alcorn State University; M.S., Southern University A & M; Ph.D., Kansas State University

Leslie McLendon ..... Computer Specialist/RCU
B.S., M.Ed., Mississippi State University

Herbert McPhail. ..... Automotive Body & Frame Repair
Hinds Junior College; University of Southern Mississippi

Hilda Grafton McRaney ..... Reading
A.A., East Central Junior College; B.S., University of Southern Mississippi;
M.Ed., Ed.S., University of Mississippi; Mississippi State University

Joe T. Meador ..... Drafting & Design Technology
A.A.S., Copiah-Lincoln Junior College; Mississippi State University; University of Southern Mississippi

Loyce B. Miles ..... History
B.A., B.S., M.A., Delta State University

Stephen M. Miller ..... Automotive Mechanics
B.S., University of Southern Mississippi; Hinds Junior College; Mississippi State University

Kyle Dean Mize ..... Marketing Technology
B.B.A., University of Mississippi; M.Ed., Mississippi State University; Mississippi State University

William Ralph Moore ..... Drafting & Design Technology
B.S., University of Southern Mississippi

Marjorie H. Morris ..... Speech
B.S., Mississippi University for Women; M.A., University of Alabama; University of Southern Mississippi

Mickey Jon Mott ..... Automotive Parts & Service
Hinds Junior College; Holmes Junior College; Mississippi State University;
University of Southern Mississippi

Dorothy Murphy ..... Physical Education
B.S., Mississippi University for Women; M.S., Mississippi State University

Thomas E. Murphy ..... Physical Education
B.S., Mississippi State University; M.Ed., Mississippi State University

Gail W. Muse ..... Related Studies
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B.S., M.Ed., Mississippi State University; Delta State University;
Developmental Education Specialist Certificate, Appalachian State University

Mary Etta Naftel ..... Business Technology
A.A., Hinds Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi College;
Ph.D., University of Mississippi; University of Wyoming; Fort Hayes State University, Kansas;
Northern Michigan University; University of Wisconsin

Murray Martin Neal ..... Barbering
Barber License, Texas Barber College; University of Southern Mississippi

Carol B. Nelson. ..... Vocational Counselor
B.S., William Carey College; M.S., University of Southern Mississippi; University of Mississippi

Clifford L. Nelson ..... Counseling
B.S., M.Ed., Mississippi College

Earl Joe Nelson ..... Physical Education
B.S., Jackson State University; M.S., University of Southern Mississippi;
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Latricia Nelson ..... Paralegal Technology
B.S., Mississippi College

Deborah Leah Nichols ..... Physical Education
A.A., Hinds Junior College; B.S.E., M.Ed., Delta State University

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James C. Porch .....Offset Printing
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A.A.S., Utica Junior College; B.S., Mississippi Valley State University

Norman Price .....Air Conditioning/Refrigeration
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Polly H. Rabalais .....Physical Education
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Betsy Randazzo. .....Mathematics
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Shirley Randle. .....Chemistry
B.S., M.A.T., Mississippi State University

Frederick Wayne Redmond .....Electronic Communication Service
Hinds Junior College; University of Southern Mississippi; Certified Electronics Technician

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B.S.E., Delta State University; M.A., Mississippi College;
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Joe W. Riggin .....Mathematics
B.S., Mississippi College; Jackson State University; Mississippi State University

Minnie Riley .....Mathematics
B.S., Tougaloo College; M.S.T. Jackson State University; Mississippi College

Jerry Nix Roberts .....Marketing Technology
B.S., M.S.Ed., University of Southern Mississippi

Charles Robertson .....Job Training & Safety, EPA
B.S., Memphis State University

Fred Dixon Robertson, Jr. .....Business Administration
B.S.Ed., M.S.Ed., Mississippi State University; Ph.D., University of Mississippi

Carol Todd Robinson .....Counseling
B.S.Ed., University of Michigan; M.S.Ed., Jackson State University

Martha Saunders Robinson .....Business Technology
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Paula P. Rodriguez .....Speech
B.A., M.A., Louisiana Tech University; University of Oklahoma

Michael Joseph Roth .....Political Science
B.A., M.S., Ed.S., Mississippi State University; Mississippi College School of Law

William D. Rountree .....Psychology
A.A., Hinds Junior College; B.S., M.S., University of Southern Mississippi

Lucy Rushing .....Computer Specialist/RCU
B.S., Mississippi College; M.Ed., University of Tennessee

Joyce Russell .....Business Technology
B.S., M.S., Ed.S., Jackson State University; Mississippi State University

Kristi Sather-Smith .....Biology
B.S., M.S., Western Illinois University

Lura Lee Scales .....History
B.A., Belhaven College; M.A., Mississippi College; Ph.D., Mississippi State University; University of North Carolina; University of Southern Mississippi; University of Colorado

Russell Edward Schneider .....Art
B.F.A., M.A.Ed., University of Southern Mississippi; Mississippi College

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A.A., Hinds Junior College; B.S., University of Southern Mississippi; M.S.S., Ed.S., Mississippi College

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B.S.Ed., Mississippi College; M.Ed., Arkansas Technology University

Rolland Shaw .....Music
B.S. Ed., Mississippi College; M.M.Ed, Ph.D., University of Southern Mississippi; Westminster Choir College; Indiana University

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James Michael Smith .....Physical Education
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Charles Stuart Spann .....Computer Technology
A.A.S., Hinds Junior College; B.S., University of Southern Mississippi; IBM Technical School; University of Southern Mississippi

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B.A., Florida State University; M.L.S., University of Southern Mississippi

John N. Strange .....Mathematics
B.S., University of Arkansas; M.S., Mississippi State University; University of Texas

Deborah Renee Summers .....Business Administration
B.S., Mississippi State University; M.B.A., Mississippi State University

Norma M. Temple .....Mathematics
B.S., Mississippi College; M.A., University of Mississippi; Mississippi College; University of Mississippi

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A.A., Hinds Junior College; B.S., Mississippi State College for Women; M.L.S., A.M.S., Florida State University

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Cecelia R. Thomas .....Biology
B.S., University of Mississippi; M.C.S., University of Mississippi

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University of Southern Mississippi

Alec C. Valentine .....English
B.A., Millsaps College; M.A., George Peabody College for Teachers

Sandra Stringer Vance .....History
B.A., Belhaven College; M.A., Louisiana State University; Ph.D., Mississippi State University

Randy Vinzant ..... Psychology
B.S., Mobile College; M.S., University of Southern Mississippi

Alice S. Walker ..... Home Economics
B.S., M.S., University of Southern Mississippi

Carol McRaney Walker ..... Mathematics
B.A., Mississippi State University; M.Ed., Delta State University

Norma Wall ..... Library
B.S., Mississippi State College For Women; M.L.S., University of Mississippi

Ralph Washington ..... Business Administration
B.S., Alcorn State University; M.B.A., Mississippi College

Janet Wasson ..... Spanish & Writing Center Assistant
B.S., Mississippi State University

Cindy Crane West ..... Drafting & Design Technology
B.S., University of Southern Mississippi

Martha Wilkins ..... History
B.A., University of Mississippi; M.A., Mississippi College; Ph.D., University of Mississippi

Lou Anne Williams ..... Physical Science
B.S., Mississippi State University; M.C.S., Mississippi College

Jerry Williamson ..... Philosophy
B.A., Millsaps College, M.A., Southern Methodist University

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David F. Young ..... Job Training & Safety, EPA
B.S., Mississippi State University

UTICA CAMPUS

Theresa Akbar ..... Library
B.S., Mississippi Industrial College; M.L.S., University of Mississippi; Mississippi State University

Carolyn Addison ..... Music Instructor
B.S., Jackson State University

Joseph Bartee ..... Welding
B.S., Alcorn State University; B.Th.& M.Th., Mississippi Baptist Seminary;
Alcorn State University; Jackson State University

Minnie Battle ..... Business Technology
A.S., Coahoma Junior College; B.S., Alcorn State University; M.Ed., Delta State University;
S.Ed., Jackson State University; Mississippi State University; Mississippi College

Earnestine Black ..... Business Technology
A.S., Coahoma Junior College; B.A., Alcorn State University, M.S., University of Wisconsin;
Delta State University; Mississippi State University; Jackson State University

Bessie Brown ..... English
A.A., Utica Junior College; B.S., Jackson State University; M.Ed., Mississippi State University;
Ed.S., Jackson State University; University of Mississippi; Memphis State University

Jacqueline Brown ..... Related Studies
B.S., Jackson State University

Wayne Brown ..... Counselor
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B.S., Mississippi Valley State University; M.S.Ed., Jackson State University;
University of Southern Mississippi

Willie P. Burnley ..... Cosmetology
A.A.S., Junior College Certificate; Utica Junior College; Jackson State University

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B.S., Tougaloo College; M.S.,Ed.S., Jackson State University

Bobby Cooper .....Music
B.S., Tougaloo College; M.S., University of Illinois;
Ed.S.,Ed.D., University of Colorado; Roosevelt University

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B.A., Tougaloo College; M.A.T., Indiana University; Merrill-Palmer Institute; Wayne State University;
Hampton Institute; University of Southwestern Louisiana; Norfolk State University;
Howard University; St. Johns College of New Mexico; Ph.D., Kansas State University

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B.S., Jackson State University; M.A.T., Jackson State University

Gloria Daniels.....Counselor
B.S., M.S.C., M.Ed., Tuskegee University; Ed.S., Jackson State University

Deborah Danner.....Data Processing
B.S., M.S., Jackson State University

Seyed Darbandi.....Accounting & Economics
B.S., Tehran University; M.P.A., Jackson State University; IBM Center in Tehran;
Training in Computer Assisted Instruction, Jackson State University; H & R Block

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B.S., Tuskegee Institute; M.S. Ed., Jackson State University

Alma Fisher.....Library
A.A., Utica Junior College; B.S., Tougaloo; M.S., Rosary College

Anita Roberts Griffin .....English & Speech
B.S., M.A.T., Jackson State University; University of Southern Mississippi; Columbia University

Stephen Hall .....Band Director
B.S., Alcorn State University; M.S., Jackson State University

Magnolia Hampton .....English
B.A., Mississippi Valley State University; M.A., Mississippi College

Wilson Harris, Jr .....Auto Mechanics
B.S., Mississippi Valley State University; Jackson State University;
University of Southern Mississippi; General Motors; Ford Motor Company

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B.A., M.A.T., Jackson State University; Ph.D., Kansas State University; University of Southern Mississippi

Cornelius Horton .....Counselor
B.S., Tougaloo College; M.S., Jackson State University

Benard Hubbard .....Masonry
Jackson State University

Mae C. Jackson .....Mathematics
B.S., M.A.T., Jackson State University; Ph.D., Kansas State University

Darryl Jenkins .....Electronics
B.S., Jackson State University

Margaree Jenkins .....Food Service Administration
A.A., Utica Junior College; B.S., Alcorn State University; M.Ed., Mississippi State University;
University of Southern Mississippi

Isiah Jones.....Auto Body
A.A., Utica Junior College

James E. Jordon.....Social Science
B.S., Mississippi Valley State University; M.Ed., Southern University; Ed.S., Jackson State University

Maudie Jordan .....Counselor
B.S., M.S., Ed.S., Jackson State University

Rajeev Khatkhate .....Chemistry/Physics Instructor
B.S., University of Bombay; M.S., Tulane University

Daisy LaCour .....Upward Bound
B.S., Spelman College; M.S.Ed., Jackson State University

George McQuitter .....Media Technology
B.S., M.S., Jackson State University

Shirley Meeks .....Related Studies Counselor
B.S., M.S., Jackson State University

Randy Minton .....Art
B.A., Delta State University; M.A., Mississippi College

Ralph Moore .....Head Basketball Coach/Physical Education Instructor
B.S., Delta State University; M.A., Mississippi College

Lester Owens .....Drafting & Design
B.S., Alcorn State University; M.Ed., University of Georgia

James L. Pates .....Carpentry
A.A.S., Coahoma Junior College; B.S., Mississippi Valley State University;
University of Southern Mississippi; Alcorn State University

John F. Powers .....Education
A.A.S., St. Mary's College; B.A., Crescia College; M.A., Catholic University of America;
M.A., Western Kentucky; Ph.D., Southern Illinois University

Verlene Redfield .....Clothing and Textiles
B.S., Alcorn State University; University of Southern Mississippi; Jackson State University

Benard Robinson. .....Industrial Arts
A.A., Utica Junior College; B.S., Alcorn State University; M.Ed., Jackson State University;

Bobbie Mason Smith. .....Health & Physical Education
B.S., Jackson State University; M.S., University of Southern Mississippi; Jackson State University

Juanita Smith .....Food Service & Administration
B.S., Alcorn State University; M.A., Tennessee A & I University; Tuskegee Institute;
University of Southern Mississippi

Jacqueline C. Sullivan .....Barbering
Utica Junior College; Jackson State University

Floyd Tate .....Social Science
B.S., Alcorn State University; M.A.T., Ed.S., Jackson State University; Lawrence University

Ida Thomas .....Cosmetology
A.A., Utica Junior College; Cosmetology License, Davis Beauty School;
Jackson State University; Mississippi State University

James Waddell.....Writing Skills
A.A., Meridian Junior College; B.A., University of Southern Mississippi; M.S., Mississippi State University

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B.S., Tougaloo College; M.S., Jackson State University; University of Maryland

Shelia White..... Biology
B.S., M.S., Alcorn State University

Georgia Wiggins .....Reading
A.A., Utica Junior College; B.S., Alcorn State University; M.S., Ed.S., Jackson State University

Yolanda Williams .....Data Processing
B.S., Rust College; M.S., Mississippi State University

Carlton Deforest Wilson .....Mathematics
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VICKSBURG-WARREN COUNTY BRANCH

Roy Bailey .....Food Service
B.S., Louisiana State University; M.Ed., University of Mississippi

Marion E. Banks .....Allied Health
A.A. Nursing, Alcorn State University; Mississippi State University

Leslie Baylot. ..... Business & Office Cooperative
B.S., Bus.Ed., Mississippi State University

Nancy Butler ..... Practical Nursing
A.A., Hinds Community College; B.S., Alcorn State University

Katherine E. Caldwell ..... Counselor
B.S., Delta State University; M.Ed., Jackson State University

Cynthia Z. Carr ..... Distribution & Marketing
B.S., University of Southern Mississippi

David L. Chaney ..... Agri-Business
A.A., East Central Junior College; B.S., Mississippi State University

Donna Collins ..... Distributive Education Cooperative
A.A., Itawamba Junior College; B.S., Mississippi State University

Eugene Durman ..... Industrial Maintenance
B.S., Alcorn State University

Donia Evans ..... Child Care
B.S., M.S., University of Southern Mississippi

Jane Flowers ..... Distributive Education/Tourism
B.S., M.Ed., Mississippi State University

Martha Harpole ..... Business Technology
B.S., Mississippi State College for Women; M.Ed., Mississippi State University

Wilbur Harpole, Jr ..... Vocational Counselor
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Laura Inman ..... Chemistry/Biology
B.S., M.C.S., Mississippi College

Rebecca R. Jernigan ..... Distributive Education Cooperative
B.S., University of Southern Mississippi; Mississippi College

Julius Johnson ..... Carpentry
B.S., Mississippi Valley State University; Mississippi State University

Rosie Johnson ..... Business & Office
B.S., M.Ed., Jackson State University

Joe Johnston ..... Welding
A.A., Hinds Community College; Mississippi State University

Glenda LaGarde ..... English
B.S., Loyola University; M.A., Boston College

Thomas Lindsey Lee, Jr ..... Diversified Occupations
B.S., University of Southern Mississippi; Mississippi State University

Robert Logue ..... Electricity
A.A., University of Nebraska; U.S. Air Force; University of Maryland;
Hinds Community College; Mississippi State University

Clarence E. Lomax ..... Diversified Technology
B.S., Alcorn State University

Hazel C. Lominick-Milner ..... Adult Literacy
B.S.Ed., M.Ed., Mississippi College; Jackson State University; Mississippi State University

Emily Long ..... Intensive Business
B.S., M.Ed., Mississippi College; Mississippi State University

Thomas Maples ..... Machine Shop
A.A., Hinds Community College

Burkett Hill Martin, Jr ..... Vocational Counseling
B.S., M.Ed., Mississippi State University; Mississippi State University

Kathryn Mauch .....Practical Nursing
B.S.N., Lynchburg College

Joyce Ann McAnear .....Remedial Related Studies
B.S., Hardin-Simmons University; University of Southern Mississippi; M.Ed., Alcorn State University

Henry Earl Middleton.....Bricklaying
B.S., Alcorn State University; Jackson State University; Mississippi State University

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A.A., Stephens College; B.B.A., University of Mississippi;
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Jack Ross.....Diesel
A.A., Hinds Junior College; Mississippi State University

Chester Merrill Schneider.....Industrial Drafting
B.S., University of Southern Mississippi; Mississippi State University

Patricia Theriot.....Business & Office
B.S., M.S., Northwestern State University; Mississippi State University

Robert Thornell.....Auto Mechanics
B.S., University of Southern Mississippi; Mississippi State University

Janet Whatley.....Practical Nursing
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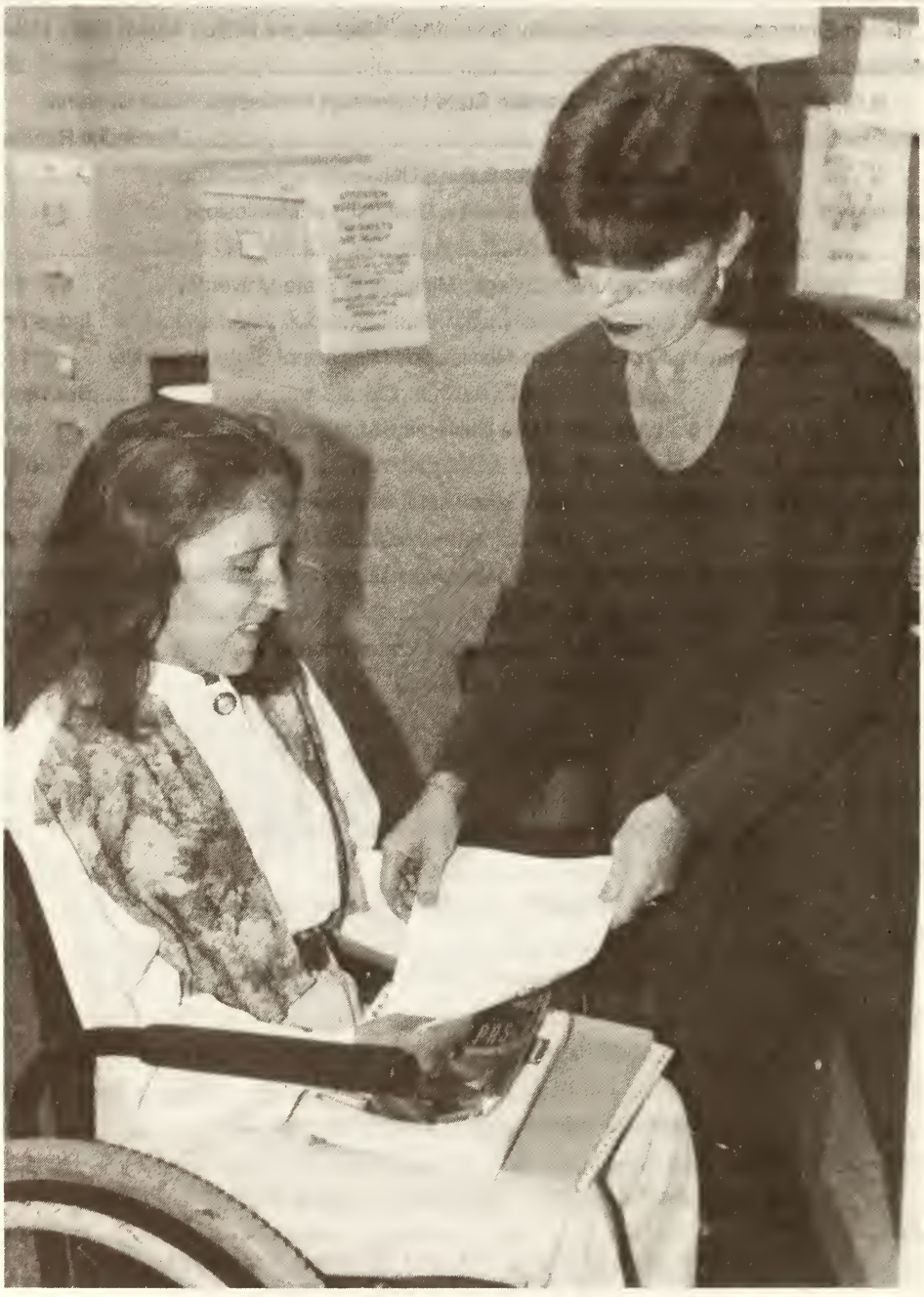
Andrew M. White .....Agri-Business
B.S., M.A., Mississippi State University



II

Admissions, Expenses, and Regulations

STUDENT GUARANTEE POLICY

Hinds Community College will guarantee to its academic graduates and other students who have met the requirements (up to a 64 credit hour transfer plan) the transferability of course credits to those Mississippi colleges or universities that cooperate in the development of community college selection guidelines. If such courses are rejected by the college or university, the student may take tuition-free alternate courses at Hinds Community College which are acceptable to the college or university.

Special conditions which apply to the guarantee are as follows:

1. Transferability means the acceptance of credit toward a specific major and degree. Courses must be identified by the receiving university and the community college as transferable and acceptable under previous agreements by both the community college and four-year college or university.
2. Limitation on the total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in previous agreements between community colleges and four-year colleges and universities.
3. The guarantee applies to courses included in the written transfer plan - which includes the institution to which the student will transfer, the baccalaureate major and the degree sought, and the date such decision was made - which must be filed with the appropriate official of the community college.

If a technical or vocational graduate is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to nine tuition-free credit hours of additional skill training by the community college district under the conditions of the guarantee policy.

Special conditions which apply to the guarantee are as follows:

1. The graduate must have earned a degree or certificate for a course listed in the current community college catalog.
2. The graduate must have completed his course work within a four-year time span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the vice president or dean of instruction.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by the community college as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, division dean, job placement counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. Student's sole remedy against the district and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under conditions described above.
12. The program can be initiated through a written contract with the office of the college president.

ADMISSION PROCEDURES

NOTE: Certain programs have additional requirements for admission. See specific outlines of programs of study and vocational course descriptions. Special requirements for admission to certain health related programs follow this section. Veterans should see "Veterans Affairs."

GENERAL ADMISSION INFORMATION

Hinds Community College does not discriminate in its admission of students on the basis of sex, race, color, national origin, or disability.

Hinds Community College subscribes to an "open door" policy in that all applicants having fulfilled admission requirements will be considered for acceptance to the college. Requirements for admission are not restrictive but vary with the curriculum. Therefore, admission to Hinds Community College does not necessarily mean admission to the curriculum desired by the student. Although applicants for admission must satisfy the general admission requirements, the college reserves the right to accept or reject an applicant to a particular educational program.

The District Office of Admission and Records is responsible for administering admission policies. All applicants are notified of their admission status as requested information is received in the District Office of Admissions and Records.

ADMISSION REQUIREMENTS

Academic and technical students who enroll in Hinds Community College are required to meet the following admission requirements:

1. Submit an application for enrollment to the Hinds Community College Office of Admissions and Records.
2. Beginning freshmen must submit an official high school transcript from a state or regionally accredited high school, showing date of graduation and principal's signature; or, submit an official high school transcript from an accredited high school showing seventeen (17) acceptable high school units with a composite score of eighteen (18) on the first writing of the ACT; or submit an official G.E.D. transcript with satisfactory scores.
3. Students under twenty-one (21) years of age must submit ACT scores. No specific score is required for general admission, however, certain programs do have specific score requirements. Residual ACT tests will be offered by the college to those students who wish to register at Hinds, but who have not taken the ACT. However, Residual ACT scores are not transferrable. Residual ACT tests taken at other institutions will not be accepted at Hinds. Contact the Counseling Office at the location you plan to attend for further information on taking the test.

   Beginning freshmen, twenty-one (21) years or older who have not taken the ACT will be required to take a placement test before registering for English, math or reading courses.
4. Transfer students from another college(s), must submit an official transcript from their previous accredited college(s). An official transcript is one mailed directly to the Office of Admissions from the former college bearing the school seal and MUST NOT BE STAMPED "ISSUED TO STUDENT". Any prospective student demonstrating that he/she has successfully passed college level English and/or math or holds an Associate Degree or higher degree may be admitted to Hinds Community College without taking the ACT or the placement tests.
5. When high school and/or college records NO LONGER EXIST for a student, he/she may bring the ORIGINAL high school or college diploma to the District Registrar at the District Admissions Office on the Raymond Campus to determine if such may be accepted in lieu of a transcript.
6. Vocational students must meet all admission requirements other than the ACT requirement, high school diploma or GED. Vocational students must be interviewed by a faculty member or admissions committee in their major. All Vocational students in order to be admitted to a vocational program must take Version D, Form 5 or 6 of the TABE Test and score a 5.1 or higher. The student may not be enrolled or attend classes until the TABE test is administered and scored, and if applicable, the ability to benefit certificate is completed and signed by all parties.

All admission requirements must be completed within 30 calendar days after the first official day of class each semester or eight-week term. If this requirement is not met, the student will be removed from all classes for that semester or eight week term.

ADMISSION FOR NON-DEGREE SEEKING STUDENTS

In addition to the customary degree or certificate seeking routes, persons may take courses at Hinds Community College for personal enrichment, as students sponsored by employers or governmental groups, or for other such purposes. These students are declared as "non-degree seeking", are not subject to mandatory placement and are admitted under one of the following conditions:

1. Non-Credit Course Admission. Those seeking to enroll in non-credit courses only (CEA or AVE prefix) must file an application for admission so that a record can be established if such should be needed. No other admission requirements are necessary.
2. Special Non-Degree Seeking Admission. Special admission is available to students twenty-one (21) years of age or older who desire enrollment in credit courses. Such students must file an application for admission and must be eligible for readmission to their former college or university. Transcripts of

high school and/or previous college work are required. No more than twelve (12) semester hours may be earned while under this admission basis, and transcripts will not be issued for such work until all regular admission requirements are met.

SENIOR CITIZEN ADMISSION

Hinds offers free tuition to students sixty-five years of age or older who wish to take classes. These students need only complete an application, pay the registration fee, and purchase a parking decal. Senior citizen students must clear admission requirements if classes are taken for credit. If classes are audited, senior citizen students are not required to meet admission requirements. (See "Auditing a Course" section of this catalog.)

ALL STUDENTS WHO REGISTER AT HINDS COMMUNITY COLLEGE MUST HAVE COURSE ADVISEMENT FROM A COUNSELOR/ADVISOR AND MUST PRESENT AN ADVISEMENT SHEET SIGNED BY THE COUNSELOR WHEN REGISTERING.

ADMISSION NOTE CONCERNING HOUSING

Before a student can be assigned a residence hall room, he/she must have met all admission requirements. See Housing for full requirements.

ADMISSION NOTE CONCERNING DEVELOPMENTAL COURSES

As an open-door college, Hinds Community College admits some students who are not prepared for typical college work. Such students are required to complete the remedial/developmental courses to correct background deficiencies before advancing to college level work and will require additional time to complete an associate degree.

ENTRANCE TESTS

NOTE: ALL TESTS REQUIRE A PHOTOGRAPH IDENTIFICATION

AMERICAN COLLEGE TEST (ACT)

The ACT is typically available to high school students during their junior and senior years. Adults who have not taken this test may contact the Counseling Office at any HCC location to secure an ACT registration packet. National ACT tests are given five times each year.

TEST OF ADULT BASIC EDUCATION (TABE)

The TABE is administered by the college at most locations. Students should contact the location they plan to attend to find out their location's testing schedule. The cost is $5.00. A person may retake the TABE once in order to achieve a higher score. A second retake is permitted only after the person furnishes official proof (grade report, transcript, etc.) of having satisfactorily completed a remedial program or courses(s) related to his or her basic education deficiencies. A third retake of the TABE is permitted only after a period of one (1) year has elapsed since the second retake. Proof of identification (driver's license, work I.D. card) must be furnished each time the test is taken.

GENERAL EDUCATION DEVELOPMENT TEST (GED)

Hinds Community College is authorized to give the General Education Development (GED) Test. An individual who has been a resident of Mississippi for 30 days or more, is 17 years old and has not been enrolled in a secondary school for at least six (6) months is eligible to take the GED Test. For further information contact the Hinds Community College Counseling Department on the Raymond Campus, or the Testing and Career Development Center on the Utica Campus. Successful completion of this test results in a certificate of high school equivalency being issued by the Mississippi Department of Education.

TEST FOR ABILITY-TO-BENEFIT

Prospective students who do not have a high school diploma or its equivalent, but do have the ability-to-benefit from a vocational program or training offered may be admitted to Hinds Community College. In order for such a student to be eligible for any grant, loan, or work assistance under Title IV of the Higher Education Act, as amended, the student, must pass the Test of Adult Basic Education (TABE), level "D", form 5 or 6, and must score 18% or 5.1 or higher to be admitted and to be enrolled.

A prospective student who does not have a high school diploma but who has successfully completed a two-year program that is acceptable for full credit toward a bachelor's degree may be admitted on the basis that he or she has the recognized equivalent of a high school diploma. That student's academic transcript will be the recognized equivalent of a high school diploma for this purpose. Therefore, this type of student does not need to take an ability-to-benefit test.

MANDATORY TESTING AND PLACEMENT PROCEDURE

Placement is mandatory for all students whose declared program of study is academic or technical and who began their college studies after the spring session of 1990.

All such students are required to enroll initially in any prescribed developmental courses and must continue to enroll each semester in all consecutive prescribed developmental courses. A student's developmental mathematics prescription is fulfilled when he/she reaches the first math course required in his/her declared

program of study. A student's developmental English prescription is fulfilled with the successful completion of ENG 1203, and a student's reading prescription is fulfilled with the successful completion of REA 1303.

All such students must satisfactorily complete the exit requirements of each prescribed course in a sequence of developmental courses prior to enrollment in the first college level course in that subject.

All prescribed developmental courses must be satisfactorily completed to receive an associate degree. To complete developmental courses satisfactorily, students must fulfill all exit criteria with a course grade of C or better. In unusual circumstances, a student may score sufficiently high on the exit criteria to by-pass the succeeding developmental course. In such cases, the student's placement level will be altered in the college database to reflect the higher level; however, he/she will receive credit only for the developmental course in which he/she originally enrolled for that term.

Upon his/her first registration at Hinds an academic or technical degree-seeking student under the age of 21 must have complete ACT scores on file, or he/she must, at the time of registration, take placement tests appropriate to the courses for which the student enrolls that term. ACT scores or placement test results are used to determine if a student must enroll in courses in one or more developmental areas, and if so, at what point he/she must begin. However, students who have successfully passed college level English and/or math, or hold an Associate Degree or higher degree are not subject to mandatory placement.

At the beginning of each term, challenge tests are available to students who are dissatisfied with their initial placement in English, mathematics, or reading.

With regard to initial placement by ACT, the following scores for both the old ACT and the enhanced ACT will be used:

ENGLISH

Level	Courses	Old ACT	New ACT
1	ENG 1103	1-6	1-11
2	ENG 1203	7-11	12-13
3	ENG 1113	12-35	14-36
4	ENG 1213	*22-35	*25-36

*or recommendation of instructor

MATH

Level	Courses	Old ACT	New ACT
1	MAT 1103	1-8	1-14
2	MAT 1203, BOT 1313	9-14	15-16
3	MAT 1233, RST 1623	15-19	17-19
4	MAT 1313, 1323, RST 1633	20-36	20-36

READING

Level	Courses	Old ACT	New ACT
1	REA 1103	1-6	1-9
2	REA 1203	7-10	10-12
3	REA 1303	11-13	13-14
4	EDU 1413	14-18	15-36
5	REA 1233	19-35	15-36

With regard to advising and scheduling for students placed in developmental courses, an Advising Matrix will be used as a guide for selecting appropriate college-level courses, while avoiding those courses which would place the student at risk of failure based on his/her developmental prescription.

DEVELOPMENTAL STUDIES

Developmental Courses - Math, English, and Reading, and Speech

Developmental instruction is offered through the following courses: MAT 1103, MAT 1203; MAT 1233; REA 1103, REA 1203, REA 1303; ENG 1103, ENG 1203; and SPT 1103. Based on ACT scores or placement tests, students are prescribed these courses to prepare them for success in traditional college courses. For more information on testing, please refer to the Mandatory Testing and Placement Procedure section in this catalog. Additional help is available to all students in the math and communication areas through help laboratories.

Vocational Related Studies

The Related Studies Laboratory is available to aid students who are deficient in basic academic skills to the extent that they might have difficulty succeeding in their chosen vocational or technical program. This laboratory is also available to help non-high school graduates who are enrolled in vocational programs to obtain their GED. Attendance is required for some students based upon their TABE scores.

MANDATORY ADVISING MATRIX

Students who are prescribed the course shown in the heading of a column must not schedule any of the courses listed in that column. If a listed course is a pre-requisite or a co-requisite to the other courses which are not listed, the unlisted courses must not be scheduled.

ENGLISH 1103	MATH 1103	READING 1103
BAD 2413 BIO 1313, 2413, 2513, 2923 CHE 1313, 1213 CSC 1113, 1213 DDT 1115, 1123, 1133 ECO 2113 EET 1116, 1214 ENG (Avoid all above 1103) EPY 2513 HEC 1253 HIS 1113, 1123, 2213, 2223 LET 1113 MFL 1213 PSC 1113, 1123 PSY 1513 SOC 2113 SPT 1113	ACC 1213 AGR 2314 BAD 2323 BIO 2513 BOT 1313 CHE 1213, 1313 CPT 1224 CSC 1113, 1213, 1313 DDT 1115, 1133 ECO 2113, 2123 EPY 2513, 2523, 2533 GRA 1143 HEC 1253 LET 1113 MAT (Take 1103 only) MUS 1123, 2513 PHY 2313, 2414 PSY 1513, 2553	ACC 1213 BAD 2413 BIO 1313, 2413, 2423, 2513, 2923 CHE 1213, 1313 CRJ 1383 CSC 1113, 1213 DDT 1115, 1133 ECO 2113 ENG 2223, 2233, 2323, 2333, 2423, 2433 EPY 2513 HEC 1253 HIS 1113, 1123, 2213, 2223 LET 1113 MUS 1213 PHI 2113 PSC 1113, 1123 PSY 1513 REA (Take 1103 only) SOC 2113 SPT 1113
ENGLISH 1203	**MATH 1203**	**READING 1203**
BIO 1313, 2923 CHE 1213 CSC 1213 DDT 1115, 1123, 1133 EET 1214 ENG (Avoid all above 1203) LET 1113 MFL 1213	AGR 2314 BAD 2323 BIO 2523 CHE 1213, 1313 CPT 1224 CSC 1213, 1313 ECO 2123 EPY 2523, 2533 GRA 1143 LET 1113 MAT (Take 1203 only) MUS 1123, 2513 PHY 2313, 2414 PSY 2553	ACC 1213 BAD 2413 BIO 1313, 2413, 2523, 2923 CHE 1213, 1313 CRJ 1383 CSC 1113, 1213 DDT 1115, 1133 ENG 2223, 2233, 2323, 2333, 2423, 2433 EPY 2513 HEC 1253 HIS 1113, 1123, 2213, 2223 LET 1113 MUS 1213 PHI 2113 PSC 1123 REA (Take 1203 only) SOC 2133, 2153
	MATH 1233	**READING 1303**
	CHE 1213 CPT 1224 MAT (Avoid all except 1233 and 1443) PHY 2313, 2414	BIO 2423, 2923 CHE 1213 CSC 1213 DDT 1115 LET 1113 REA (Take 1303 only)

DRUG AND ALCOHOL ABUSE POLICY
NURSING/ALLIED HEALTH PROGRAMS

It is the goal of Hinds Community College to maintain an environment that is free from the effects of intoxicants or other behavior-affecting substances. It is our belief that a drug free environment is to the benefit of both the students and employees of Hinds Community College as well as the surrounding community.

Preadmission drug screening will be required as a part of the physical exam for all students admitted to Nursing/Allied Health Programs. A student needs to notify the Chairperson of the Department when using prescription drugs which affect behavior.

Any person in the role of a student at Hinds Community College who exhibits sensory symptoms or behavior indicative that he/she is under the influence of mind altering substances will be required to have a drug and/or alcohol screening performed immediately. Lab results must be submitted to Hinds Community College, Nursing/Allied Health Center. If the test is positive, the student will be asked to withdraw from the program and seek rehabilitation. The student will be considered for readmission following counseling and appropriate treatment. The student may appeal this action by following the District appeals process.

Detailed instructions and forms for complying with this policy are distributed by Nursing/Allied Health Center as part of the admissions process.

SPECIAL ADMISSION REQUIREMENTS FOR ALLIED HEALTH PROGRAMS

In addition to the General Admission Requirements of the College, each Allied Health program has specific additional program admission requirements as follows:

1. Applicant must submit an application to Nursing/Allied Health Center, 1750 Chadwick Drive, Jackson, Mississippi 39204, and the District Office of Admissions and Records, Raymond, Mississippi 39154.
2. Applicant must be a high school graduate as confirmed by a high school transcript or GED equivalency form.
3. Applicant must have attained the age of eighteen (18) years upon completion of the program.
4. Applicant must have submitted to the Nursing/Allied Health Center the following minimum test score(s):
   A. Technical Allied Health Programs -
      Minimum ACT composite score of 17 (14 if taken prior to October 1989)
      All intermediate or developmental courses required, as indicated by ACT scores or other test scores, must be successfully completed prior to entrance into technical programs. For additional information on mandatory placement, refer to the mandatory placement section of this catalog. Health Information Technology (Medical Record Technology) also requires 1 unit of high school biology, 1/2 unit of high school typewriting or 35 wpm typing speed, and a preadmission interview with the Department Chairperson.
      (Dental Assisting will accept a 17 natural science score in lieu of a 17 ACT composite.) (14 if taken prior to October 1989)
   B. Vocational Allied Health Programs -
      TABE math and reading subscores of 12 or ACT composite score of 16 (12 if taken prior to October 1989).
5. NOTES: 1) Some programs may require additional specialized testing.
   2) Based upon documented satisfactory past performance in selected college-level studies or on related standardized testing, the above minimum test score requirements may be waived as determined jointly by the particular Department Chairperson, Counselor and Dean for Nursing/Allied Health. If a waiver is desired, the applicant must submit the request in writing to the Department Chairperson.
6. Completed application and other general and special admission requirements and credentials should be met and on file as early as possible due to limited enrollment.
   NOTES: 1) Enrollment priority will be given to those applicants with the earliest date in which complete application and credentials are on file at the Nursing/Allied Health Center. It is the responsibility of each applicant to insure that his or her application is complete and all credentials are on file.
   2) Submitting information to other Hinds Community College locations will delay the processing of the applicant's file.
   3) Within four (4) weeks after enrollment in the program, the applicant must submit a College Approved Health Form, completed and signed by a physician, confirming that he/she is of good health and possesses the required physical abilities to function satisfactorily within that particular educational program and occupation.
   4) In order to progress in an Allied Health program, a grade of C or better is required in all Allied Health courses. Selected programs may require a C in all courses in the program plan of study.

SPECIAL ADMISSION REQUIREMENTS FOR THE ASSOCIATE DEGREE NURSING PROGRAM

In addition to the General Admission Requirements of the college, the AD Nursing Program has specific additional program admission requirements as described below. All information must be submitted to the Nursing/Allied Health Center. Submitting information to other Hinds Community College locations will delay the processing of the applicant's file

REGULAR PROGRAM:

1. **Criteria for Selection** - Submit to the Office of Admissions, Nursing/Allied Health Center, 1750 Chadwick Drive, Jackson, MS 39204
   - A. Application to Hinds Community College
   - B. Application for Selection to the AD Nursing Program
   - C. Validation of High School graduation by means of an official high school transcript or GED equivalency diploma. (For applicants who are currently in high school, an interim transcript stating first semester grades for the senior year in high school is required initially. A final transcript is required following graduation.)
   - D American College Test (ACT) composite score of 18 or above. (For those taking the ACT prior to October 1989, a composite score of 15 or above is required.) To waive an ACT score below 18, 33 semester hours of general education support courses required in the AD Nursing program must be completed with an overall QPA of 2.5 or above. See Program of Study in the College Catalog for required courses. (Only grades from the first two attempts of required courses will be used in computing the QPA.)
   - E. NLN Pre-Admission Examination (PAE) percentile score of 30 or above.
   - F. Locally developed Hinds Community College AD Nursing Pre-Admission Mathematics Test score of 90% or above. This test is given the second (2nd) Wednesday of each month at 3 p.m. at the Nursing/Allied Health Center. Applicants will be allowed two opportunities to pass the mathematics test. If applicant has not achieved 90% after two (2) attempts, they must take MAT 1103 before retaking the test. A limit of only two (2) retakes after completing MAT 1103 is allowed.

Selection to the Associate Degree Regular Program is made two times a year with classes beginning in the months of August and January. **Qualified applicants will be selected for admission based on available space and on the earliest validated completed file according to required criteria as stated above.** Qualified applicants who are selected and unable to attend will be given priority for the next admission only, provided a written request to defer admission is received by the Division of Associate Degree Nursing. This priority will not extend longer than the next admission period.

2. **Prerequisites to the First Clinical Course**
   - A. Must have completed Anatomy and Physiology I and II with labs and College Algebra with a grade of C or above.
   - B. Science courses taken prior to admission must have been completed within five years of entering the first nursing class.
   - C. A physical examination documented on the Nursing/Allied Health Center health form completed within three months prior to the first nursing course. Required immunizations must be current.
   - D. Validation of current C.P.R. certification at the Course C or Basic Life Support professional level must be provided prior to the first nursing class.
   - E. Liability insurance fees must be paid prior to the first nursing class.

LPN ADVANCED PLACEMENT:

1. **Criteria for Selection** - Submit to the Office of Admissions, Nursing/Allied Health Center, 1750 Chadwick Drive, Jackson, MS 39204
   - A. All requirements listed in the criteria for selection to the Regular Program, steps 1, A-F with the following exception: No waiver of ACT scores is accepted.
   - B. Validation of current unencumbered Practical Nurse Licensure.
   - C. Documentation on AD Nursing form of at least one year of full-time employment as an LPN in an adult medical/surgical hospital setting or long term care facility.
   - D. Written recommendation from immediate supervisor.

Selection to the Advanced Placement Class is made once a year, with the class to begin in the summer semester. **Qualified applicants will be given priority for admission based on available space and on the earliest validated completed file according to the required criteria as stated above.**

2. **Prerequisites to the First Clinical Course**
   - A. Complete all requirements listed as prerequisites to the First Clinical Course in the Regular Program in steps 2, A-E.

B. Complete the following courses with at least a C average: English I & II (6 semester hrs); General Psychology I (3 semester hrs); Human Growth & Development (3 semester hrs); Introduction to Sociology (3 semester hrs).

TRANSFER ADMISSION

1. **Criteria for Selection** - Submit to the Office of Admissions, Nursing/Allied Health Center, 1750 Chadwick Drive, Jackson, MS 39204
   A. All requirements listed in the criteria for selection to the Regular Program steps 1, A-D.
   B. Written recommendations from previous school of nursing.

Credit for transfer courses will be evaluated on an individual basis by the Director of the Division of AD Nursing. A maximum of nine semester hours of transfer credit in nursing courses is accepted. Nursing course work presented for transfer credit must have been completed with a grade of C or better and completed within one year of entering the program. Nursing course work completed between 1-2 years must be validated through challenge procedures. No credit will be given for nursing course work over two years old.

2. **Prerequisites to the First Clinical Course**
   A. Complete all requirements for prerequisites to the First Clinical Course for Regular Program as list ed in steps 2, A-E.
   B. Completion of the following courses with at least a C average: English I (3 semester hrs); and General Psychology I (3 semester hrs)
   C. Participate in scheduled organization and skills assessment sessions.

3. **Non-nursing courses** will be accepted for credit as follows: 1) a minimum grade of C in biological sci ences, each must have been completed within 5 years of entry into the AD program. 2) overall QPA of at least 2.0.

READMISSION:

Nursing course work successfully completed within one year of program re-entry may be accepted for readmission credit with no testing. Nursing course work completed 1-2 years prior to program re-entry may be accepted for a maximum of nine hours credit (NUR 1119) if knowledge base is validated through successful mastery of challenge procedures. No credit is allowed for nursing course work over two years old. Applicants will be considered for readmission based on compliance with the following criteria:

1. Request in writing for readmission.
2. Meet all of the requirements listed under Regular Program.
3. Meet all of the requirements listed under Hinds Community College, Nursing/Allied Health Center Programs, Procedure for Readmission of Students.
4. Be interviewed by the Readmission Committee when requested.
5. Readmission may be denied, based on objective data in student's file regarding the individual applicant.

POLICY CHANGE

The college reserves the right to change policies as necessary, and written notification to the students and applicants approved for admission is sufficient to effect policy change.

ADMISSION OF RETURNING, TRANSFER, AND TRANSIENT STUDENTS

RETURNING STUDENTS

Former Hinds Community College students not in attendance during the semester (not including summer term) prior to the one to which they seek admission or those students who withdrew during the preceding semester must file an application for admission in the District Office of Admissions and Records.

TRANSFER STUDENTS

To be eligible for admission to Hinds Community College, a transfer student must fulfill the following:

1. File an application for admission in the District Office of Admissions and Records.
2. File an official transcript from the previous state or regionally accredited college. An official transcript is one mailed directly to the Office of Admissions from the former high school or college bearing the school seal and MUST NOT BE STAMPED "ISSUED TO STUDENT".
3. Be eligible for immediate readmission to the college last attended.
4. Submit copy of ACT scores if under 21 years of age. Residual ACT test scores taken at another institution will not be accepted at Hinds Community College.
5. Provide proof of immunization for measles and rubella if born on or after January 1, 1957.

When high school and/or college records NO LONGER EXIST on a student, he/she may bring the ORIGINAL high school or college diploma to the District Registrar at the District Admissions Office on the Raymond Campus to determine if such can be accepted in lieu of a transcript.

Transfer students will enter Hinds Community College under the same admissions basis as the college last attended.

Courses and credit will be accepted up to 48 semester hours at face value as they correspond to the curriculum of Hinds Community College, provided they are earned at a state and/or regionally accredited institution. A transfer student may receive an evaluation summary upon request to the District Office of Admission and Records after all transcripts from previous colleges have been received.

TRANSIENT STUDENTS

Transfer students who wish to attend a summer session at Hinds Community College and then re-enter the college last attended the next regular session may do so by:

1. Filing an application for admission in the District Office of Admissions and Records, and
2. Filing an official transcript from a state or regionally accredited college in the District Office of Admissions and Records.
3. Submitting ACT scores if under 21 years of age. Residual ACT test scores taken at another institution will not be accepted at Hinds.
4. Providing proof of immunization for measles and rubella if born on or after January 1, 1957, and enrolled at Hinds on a full-time basis.

Students should also secure permission from the dean of the school to which they will return to ensure that the earned credit from Hinds Community College will be accepted.

ADMISSION OF FOREIGN STUDENTS

Foreign students with acceptable scholastic records and proven English proficiency will be considered for admission as freshmen or as transfer students. Freshman applicants must be graduates of recognized secondary schools comparable in level to the American high school. Transfer applicants are considered on the basis of secondary school records and records of post-secondary study (college, technical school). Factors considered in making the admission decision are grades earned, subjects to be taken, ability to carry a full course of studies, scores on the Hinds Community College placement tests or ACT, and proof of financial responsibility.

Applicants, both freshman and transfer, whose native language is not English are required to submit a score of at least 500 on the Test of English as a Foreign Language (TOEFL). TOEFL scores must be no more than two (2) years old and must be verified. Information regarding this test may be obtained by writing to TOEFL, Educational Testing Service, Princeton, New Jersey 08540. A personal interview with the Foreign Student Advisor and satisfactory scores on HCC placement tests may be substituted for TOEFL scores.

The following materials must be in the District Office of Admissions and Records AT LEAST 60 DAYS before the beginning of the semester in which admission is desired:

1. An application form.
2. Certified, translated copies of all high school and/or college transcripts, mark sheets, and diplomas.

The following materials must be in the District Office of Counselor for Foreign Students AT LEAST 60 DAYS before the beginning of the semester in which admission is desired:

1. ACT, SAT, or scores on college placement tests
2. Affidavit of support
3. TOEFL scores or personal interview.

ADVANCE REGISTRATION

Advance registration will be held at all locations of Hinds Community College. (See registration schedule for dates and times at each location.) Students will be registered on a first come-first serve basis. Before being allowed to register during advance registration, students must have an application on file in the District Office of Admissions and Records and must clear all admission requirements. Transfer students must have an official transcript from their former state or regionally accredited college on file in the District Office of Admissions and Records before they can register. Students should contact the Counseling Office of the location they plan to attend for course advising and scheduling. Students may pay fees at advance registration or they may be billed, but fees must be received in the Business Office by the date published in the fall, spring, or summer **Semester Schedule of Classes.**

Students who have advance registered, paid tuition and are unable to attend classes should contact the appropriate Counseling Office to officially withdraw from school. A student must withdraw by the date published in the **Semester Schedule of Classes** to receive a refund.

Students who have advance registered, have NOT paid tuition and are unable to attend classes must mail the tuition billing notice back to the Business Office with a statement indicating that they will not be attending classes. **This must be done immediately upon receiving the billing so that they can be removed from classes.**

REGISTRATION NOTICE

1. Any class or section listed in **Semester Schedule of Classes** for which fewer than 10 students have registered is subject to cancellation without advance notice.
2. While every effort will be made to avoid them, instructor and/or room changes may be made without advance notice.

RESIDENT REQUIREMENTS

Hinds Community College observes the following definitions with regard to residential status of applicants and students as interpreted from laws engaged by the Mississippi Legislature. The College's district includes the following supporting counties: Claiborne, Copiah, Hinds, Rankin, and Warren.

RESIDENCE OF A MINOR

The residence of a person less than twenty-one (21) years of age is that of either parent. If both parents are dead, the residence of the minor is that of the last surviving parent at the time of that parent's death, unless the minor lives with his or her legal guardian, duty appointed by a proper court of Mississippi, in which case the residence becomes that of the guardian.

RESIDENCE OF AN ADULT

The residence of an adult is that place where he is domiciled, that is the place where he actually, physically resides with the intention of remaining there indefinitely or of returning there permanently when temporarily absent.

MOVING OF PARENTS FROM DISTRICT OR STATE

If the parents of a minor who is enrolled as a student at a community/junior college move their legal residence from the district or State of Mississippi, the minor is immediately classified as a non-district or out-of-state student.

RESIDENCE REQUIRED

No student may be admitted to any community/junior college as a district student or resident of Mississippi unless his residence, as defined herein above, has been in the district or State of Mississippi preceding his admission.

RESIDENT STATUS OF A MARRIED STUDENT

A married student may claim the residence status of the spouse, or may claim independent residence status under the same regulations set forth above as any other adult.

CHILDREN OF PARENTS WHO ARE EMPLOYED BY THE COLLEGE

Children of parents who are members of the faculty or staff of any institution under the jurisdiction of the board of trustees of any community/junior college may be classified as residents for the purpose of attendance at the institution where their parents are faculty or staff members.

MILITARY PERSONNEL ASSIGNED TO ACTIVE DUTY STATIONED IN DISTRICT OR STATE

Members of armed forces on extended active duty stationed within the district or State of Mississippi may be classified as residents for the purpose of attendance of state supported institutions of higher learning and community/junior colleges of the State of Mississippi. Resident status of such military personnel, who are not legal residents of Mississippi as defined under "legal residence of an adult," shall terminate upon their reassignment for duty in the continental United States outside the State of Mississippi.

CHILDREN OF MILITARY PERSONNEL

Resident status of children of members of the armed forces on extended active duty shall be that of the military parent for the purpose of attending state supported community/junior colleges of the State of Mississippi during the time that their military parents are stationed within the district or State of Mississippi and shall be continued through the time that military parents are stationed in an overseas area with last duty assignments within the district or State of Mississippi, excepting temporary training assignments en route from Mississippi. Resident status of minor children shall terminate upon reassignment under Permanent Change of Station Orders of their military parents for duty in the continental United States outside the district or State of Mississippi, excepting temporary training assignments en route from Mississippi.

CERTIFICATION OF RESIDENCE OF MILITARY PERSONNEL

A military person on active duty stationed at Hinds Community College or in Mississippi who wishes to avail him/herself or his/her dependents of these provisions must submit a certificate from his or her military organization of assignment and its address (may be in the letterhead) that the military member will be on active duty stationed in the district or in Mississippi on the date of registration at the state supported community/junior college of the State of Mississippi; that the military member is not on transfer orders; and the signature of the Commanding Officer, the Adjutant, or the Personnel Officer of the unit or assignment with signer's rank and title. A military certificate must be presented to the Registrar of the state supported community/junior college of the State of Mississippi each semester at or within ten days prior to registration each semester for the provisions hereof to be effective.

REGISTER UNDER PROPER RESIDENCE STATUS

The responsibility for registering under proper residence status is placed upon the student. In addition to any administrative action which may be taken by governing authorities of the state-supported institutions of higher learning or community/junior colleges concerned, any student who willfully presents false evidence as to his/her residence status shall be deemed guilty of a misdemeanor, and upon conviction thereof may be fined not to exceed one hundred dollars ($100.00).

ADVISEMENT FOR COURSE SELECTION

Academic counselors and vocational-technical counselors assist students in course selection and educational planning. Students choosing academic majors should seek course advisement through Academic Counseling while vocational and technical majors should be advised through the Vocational-Technical Counseling. If a student wishes, he or she may choose to be advised by a faculty member. However, all students MUST complete an advisement ticket with either a counselor or a faculty advisor prior to each registration period. Students who take advantage of Advance Registration will have the best selection of course times. Advance Registration and advisement occur in April, May, July, August, November and December. Open registration takes place the few days prior to classes beginning each semester.

DECLARATION OF COLLEGE MAJOR FIELD OF STUDY

Each student seeking credit through Hinds Community College will indicate an intended major field of study on the initial application for admission and will make a formal declaration of his/her college major during the advising process.

CHANGE OF COLLEGE MAJOR

A student who wishes to change his/her college major after their formal declaration should come to one of the college counseling offices for an evaluation of previous completed course work and for course advisement for the new major. Students should recognize that changing majors could result in having completed courses that will not apply to the new major. Even though students may change their majors any number of times, they would be well advised to follow the procedure explained in the preceding sentences.

Veterans should be very careful in changing their majors because they are subject to counseling at the Veterans Administration Regional Office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 HINDS COMMUNITY COLLEGE

Hinds Community College declares all of its students dependent and places the responsibility on the students to prove that they are not dependent. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools and colleges attended, campus organizations which require minimum scholastic averages for membership, and organizations and/or societies awarding financial assistance (grants, scholarships, and loans): name, date of birth, address, dates of attendance, major field of study, class rank, quality point average, and the type of degree(s) granted and the date conferred.

The purpose of this notification is to inform eligible students of Hinds Community College about the College's policy concerning the privacy rights of students under the stated Act. Specifically the notification (1) informs students of their rights under the Act, (2) defines Directory information and the conditions for its release.

I. Subject to limitations specified in the Act, eligible students are assured the following rights pertaining to their educational records:
   A. The right to inspect and review the records, to request reasonable explanations and interpretations of them, and to obtain copies of them at their own expense, the actual charges not to exceed the cost to the College for reproducing them.
   B. The right to seek correction of the records through a request to amend them or through a formal hearing.
   C. The right to control the disclosure of personally identifiable information from the records.

II. The following information about eligible students will be treated as Directory Information:
   A. Name, identification number, home and local address, phone number, date and place of birth, and the name and address of parents.
   B. Classification (Fr., Soph., etc.), major field of study, dates of attendance, full or part-time student, full or part-time employment, awards, degrees and honors and dates granted, rank in class, current class schedule, and previous schools attended.
   C. Participation in College and /or civic sponsored activities and sports and vital statistics recorded for participants in such activities, such as height and weight.

Directory Information is treated as general information and will be released upon request unless a written request that it not be released is received by the Admissions and Records Office, Raymond, MS 39154, within thirty (30) days from the beginning of any period of registration.

FINANCIAL INFORMATION

On the day of open registration, all fees are to be paid in full. Any student who registers for 12 semester hours or more and later drops below 12 semester hours, will have his/her fees recalculated on a part-time basis. The part-time cost, in most cases, will be higher than the full-time cost.

A $30.00 returned check fee will be charged to any student who writes a check that is non-negotiable.

Prior to the time that a student receives a refund, any balance which is owed to the college will be deducted from this amount.

FALL AND SPRING EXPENSES (ALL COSTS SUBJECT TO CHANGE)

Tuition and Fees:	$ 25	Registration fee payable at time of registration (non-refundable).
	510	Per semester for full-time enrollment (12-19 hours. All hours over 19 will be assessed separately.)
	55	Per semester hour for part-time students.
	1,103	Per semester additional tuition fees for full-time out-of-state students plus $510 regular tuition fees.
	2,456	Per semester additional fees for full-time out-of-country students, plus $510 regular tuition fees.
	135	Per semester hour for out-of-state students.
	250	Per semester hour for out-of-country students.
	25	Lab fee - total charge for any number of science labs within a semester
	2	Transcript fee (each)
	30	Returned check fee
	30	Late Registration fee. Also, students who pre-register, and do not pay their fees by the due date, will be charged a $30 late payment fee.
	15	Deferred payment fee
	11	Fall parking decal.
	10	Spring parking decal.
	9	Summer parking decal.
	30	Yearbook, student (optional).
	30	Yearbook, faculty/staff
	5	Per course transaction, drop and/or add (No fee charged for schedule changes before the semester begins)
	40	Graduation fee (Paid by each student who qualifies for and is awarded a diploma or certificate. Each additional certificate will be an additional $15.00 charge.)
Housing	RAYMOND CAMPUS AND UTICA CAMPUS	
	$350-$462	Per semester for an air-conditioned residence hall.
	50	A one-time reservation security deposit must accompany application for campus housing.
	90	Student residence hall (Summer)
Meals	RAYMOND CAMPUS AND UTICA CAMPUS	
	$535	Per semester for 21 meals per week.
	450	Per semester for 14 meals per week.
	90	Commuter meal ticket 5-day, 1-meal-a-day (30 meals - These meal tickets are not refundable or replaceable.)
Transportation	$100	Per semester for bus transportation, payable with other fees.

Bus Transportation: Bus transportation is available to students who are enrolled in a program of study at the Utica Campus only.

SUMMER TERM FEES
(Effective Summer Term 1995)

$ 255	Vocational course cost per 8 week session
55	Academic and Technical cost (per semester hour)
165	5 day - 3 meals - 1st 4 weeks
90	Room cost - 1st 4 weeks
165	5 day - 3 meals - 2nd 4 weeks
90	Room cost - 2nd 4 weeks
510	TOTAL MEALS & ROOM COST - 8 week period
	OR
255	Each 4 week term
9	Auto decal for Summer
135	Out-of-State tuition per semester hour
250	Out-of-Country tuition per semester hour
25	Lab fee - Total charge for any number of science labs within a semester.

LATE REGISTRATION FEE

The following late fee payment schedule has been adopted:

A. No late registration fee will be charged for students registering and/or paying fees before classes begin.
B. A $30 late registration fee will be assessed for students registering and/or paying fees on the first day of class and each day thereafter until registration closes.
C. Students who preregister and do not pay their fees by the due date will be charged a late payment fee
D. A returned check is considered a non-payment and is subject to late fee assessment.

ADD/DROP FEES

A $5.00 add/drop fee will be assessed for each transaction that is made. Any student presenting evidence that improper advisement was the reason for the add/drop will not be assessed a fee. Add/drop fees will be assessed on the first day of class. All fees for changes must be paid at the time of the add/drop transaction.

PAYMENT BY MASTERCARD AND VISA

Hinds Community College will accept both MasterCard and Visa for the payment of student tuition and fees.

PAYMENT BY CHECK

No personal checks from out-of-state students will be accepted at the Business Office or the Campus Bookstore during registration week. Cashier's checks, money orders, travelers check, or similar negotiable instruments may be accepted in lieu of cash.

A personal check given in payment for fees, tuition, or room and board is received subject to acceptance by the bank the check is drawn on. If a personal check received by Hinds Community College in payment for fees, tuition, or room and board is returned by the bank as non-negotiable, the fees, tuition, or room and board become due and payable. Registration for the student issuing the non-negotiable check is incomplete. An incomplete registration will be subject to a fee of $30 to complete or may become void for a lack of payment. This means that the student who issued the non-negotiable check in payment for fees, tuition, and room and board must pay the amount of the check plus the $30 fee to remain in school. A student failing to pay the amount of the non-negotiable check plus the $30 fee when notified by the Business Office of Hinds Community College may be removed from all classes and housing.

During office hours (8:00 AM to 4:00 PM Monday through Friday), the Business Office will cash checks not to exceed $25.00 for residence hall students during the spring and fall semesters. Two-party checks or third-party checks will not be cashed.

STUDENT PAYMENT PLAN

DEFERRED PAYMENT OF FEES

Under the deferred payment plan, full-time students (no part-time) may pay one-half of the amount assessed for registration fees, room rent, and the meal plan, with the balance being paid in two equal installments. Students with college grants or scholarships may defer only one-half of the amount not covered by their grants or scholarships. One-half of the amount offered must be paid by September 30 and the balance by October 31 for the first semester and by February 28 and March 31 for the second semester. Failure to pay the amount deferred by the dates stipulated may result in college-initiated withdrawal of the student and/or

loss of the fee deferral privilege for future registration periods. Students participating in the deferred payment plan must go to the Business Office and sign the necessary papers and pay the first half of all fees due. A deferred payment charge of $15.00 will be added to each student's account that has fees deferred. If the student does not meet the fee payments as specified in the Deferred Payment Agreement that he/she signed, an additional $15.00 late fee will be added. Deferred payment of fees is NOT available during a summer term.

DELINQUENT ACCOUNTS

The college reserves the right to withhold readmission of a student until all delinquent accounts owed to the college have been paid. Transcripts of credits are not issued for students whose accounts are delinquent. Regular student account balances are collected by the Business Office, and if not paid when due, shall constitute a delinquent account.

REFUND POLICY

TUITION, FEES, AND REFUND POLICY: In order to be eligible for a refund, students must complete an official withdrawal form in the appropriate counseling office.

The full refund policy is printed in the **Semester Schedule of Classes.** The registration fee will not be refunded unless all of the student's classes are cancelled. Late registration fees, when assessed, will not be refunded. Course fees paid for a class which is cancelled by administrative action may be transferred for another class or refunded 100%.

Title IV Federal Refund Policy:	The College has a "Fair and Equitable" refund policy as it relates to Title IV Federal Student Aid. This policy is in full compliance with the Higher Education Amendments of 1992, using the Federal Financial Aid formula for Refunds/Repayments calculation and the college Refund policy. For Refund "Sample" Calculations, contact the college Office of Financial Aid.
Veterans:	The College will refund on a pro-rata basis, the unused portion of tuition, fees, and other charges to a Veteran or eligible person in the event this person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion.
Vocational Students:	Students who register for two or more sequential courses within the same semester and withdraw from school during the semester will receive a full refund for the courses not yet begun. If the student starts class, then withdraws, the regular policy will apply.
Other Fees:	Other fees paid during the registration process, such as registration fee, late registration fee where assessed, auto decal, yearbook, lab fee, etc., are not refundable.
Rooms:	75% before sixth day 50% before eleventh day 0 after eleventh day
Meals:	A student withdrawing from a residence hall during the semester may be refunded all full weeks remaining in the meal ticket period if the meal ticket is surrendered to the Business Office. Commuter meal tickets are not refundable or replaceable.

STUDENT ACCOUNTS WITH CREDIT BALANCES

After all charges to a student's account have been deducted, he or she will be refunded any credit balance by a check mailed to his or her home address. A student receiving funds from loans, Pell Grant, SEOG, or scholarship must first have room and board, tuition, school supplies, parking decals, and any other charges made to the account, deducted in order to receive a credit balance refund. Each student is responsible for making sure that the College has his or her correct mailing address.

COLLEGE REGULATIONS
ATTENDANCE-WITHDRAWAL POLICY

ATTENDANCE

Attendance in class is a key factor of success in college. The following procedure applies to regular academic, technical and vocational credit programs. It does not apply to non-credit or continuing education activities. Some programs in allied health, vocational fields or non-credit programs require more stringent attendance policies which will be followed and will be stated in the departmental regulations for the program of study.

Attendance will be recorded beginning the first day of the course or the first day the student registers for the course. The student is responsible for all work in the course. Students must attend 80% of the meetings for each course in order to receive credit for a course. (See Notice of Absence Procedure below)

TARDIES

Failure to report to class **at the beginning of the class period** equals a tardy. Three tardies equal one absence. Students who miss more than fifteen (15) minutes of a class will be marked absent.

EXCUSED ABSENCES

HCC recognizes two types of excused absences: those for personal emergencies, and those for official school activities. The student is allowed to make up the work for excused absences.

Student absences may be excused by the instructor for personal emergencies such as illness, or death in the student's immediate family, or other valid unavoidable circumstances. It is the responsibility of the student to inform all instructors when absences are due to personal emergency. Instructors may require written documentation, such as verification of illness on a physician's letterhead.

Official absences are those resulting from student participation in important activities officially sponsored by the College. Students will be provided with an Official Absence Notice by the proper college official. It is the responsibility of the student to show the instructor the Verification of Official Absence form or letter. A student will be allowed to make up the class or laboratory work that was missed during an official absence.

UNEXCUSED ABSENCES

All absences not due to personal emergency or official school activities are unexcused. Students who are absent from a final exam without the approval of the instructor will receive a course grade of "F".

EXCESSIVE UNEXCUSED ABSENCES

NOTICE OF ABSENCES must be sent when the student has become excessively absent if the student has not provided official absences or notice of personal emergency to the instructor. Excessive unexcused absences are defined as follows:

1. Fall and spring semesters - day or evening class, after the number of times that the class meets in one week plus one, based on a full semester length course.
2. Four (4) week term - after two (2) days.
   Eight (8) week term - after four (4) days.
3. Summer session - evening class, after the number of times that class meets in one week.
4. Vocational Block - three (3) days of absences.

NOTICE OF ABSENCE PROCEDURE

All instructors will take roll at each class meeting and will maintain a daily attendance record on each student. Unexcused absences will be recorded with an "a". Excused absences will be recorded by circling the "a". Tardies will be recorded by drawing a line through the "a". An official absence will be indicated by drawing an "x" through the "a" and will not be reported as an absence on a student's record or grade report. All instructors will make certain that each student has a written copy of the Attendance-Withdrawal Policy and will stress the student's responsibility for reading all requirements in the College Catalog and Student Handbook.

An early NOTICE OF ABSENCES concerning a student's absences may be sent to the student by the instructor when the student has missed class the following number of times:

1. Fall/Spring semesters - the number of times the class meets in one week.
2. Four (4) week term - one (1) class.
   Eight (8) week term - three (3) classes.
3. Summer session evening - one (1) class.
4. Vocational Block - two (2) days absence.

The instructor sends two copies of the NOTICE OF ABSENCES to the Dean of Students/Location Dean, and this office will mail a copy of the NOTICE which informs the student to contact the instructor immediately to discuss the following alternatives:

1. Return or Withdrawal* from class with a "W" should written documentation of a personal emergency be provided.
2. Withdrawal* from class with a grade of "F".
3. Withdrawal* from all classes on any date if all fees are paid. (See Counseling Office)

* *(Withdrawal from a class may only be done during the allowed period of time as defined in the College Calendar.)*

Failure to contact the instructor within seven (7) working days will result in being dropped from the class with a grade of "F".

NOTICE OF ABSENCES may be mailed at any time during a term until ten (10) working days before the last day to withdraw (seven (7) during the summer terms). The Admissions Office will advise the Office of Financial Aid or Veterans Affairs of the assigned "F" and the last date of attendance on any student receiving Financial Aid or Veterans Benefits who has earned an "F" for excessive absences.

APPEALS

The student, after consulting with the instructor, may file an appeal with the appropriate Department Chairperson and Academic or Vocational Dean. The instructor, chairperson and dean will review the appeal and respond to the student. The final level of appeal may be made in writing through the Dean of Students/Location Dean for review by the Local Student Affairs Committee.

WITHDRAWING FROM A COURSE

Before considering withdrawing from a course, a student should be aware of the following information if it pertains to him/her:

1. Students on Financial Aid, Veterans Benefits, Scholarship, or GSL Loan should note that dropping a course(s) may lower benefits, stop benefits, or cause repayment to be due immediately.
2. Students must maintain full-time enrollment (12 hours or more during fall and spring) to live in a residence hall.
3. No student will be permitted to withdraw from a class until all financial obligations have been cleared with the Business Office.

When a student replaces one course with another course, the original course will be purged from his/her record. When the College officials cancel a course, the course shall be purged from his/her record.

By contacting the instructor, a student in a day class may withdraw from the class and receive a grade as specified below. A student in an evening class may withdraw from the class during the times indicated below by contacting the instructor or a Counseling Office.

1. **Fall and spring day and evening classes**
   A student's record of performance begins with the second week of classes. The second week through mid-term week, a student cannot withdraw from a class except by withdrawing from school. A student may withdraw from a class between the ninth week and up to five working days before the first day of the final exam schedule. The grade will be "W" if the allowed number of unexcused absences has not been exceeded; otherwise, the grade will be "F".
2. **Summer session four week and eight week day classes**
   A student's record of performance begins with the third scheduled class. The third class through the eleventh class, a student cannot withdraw from a class except by withdrawing from school. A student may withdraw from a class between the eleventh day and up to three working days before the start of the final exam schedule. The grade will be "W" if the allowed number of unexcused absences has not been exceeded; otherwise, the grade will be "F".
3. **Summer session evening classes**
   A student's record of performance begins with the second scheduled class. The second class through the fourth week, a student cannot withdraw from a class except by withdrawing from school. A student may withdraw from a class between the fifth week and up to three working days before the start of the final exam schedule. The grade will be "W"if the allowed number of unexcused absences has not been exceeded; otherwise, the grade will be "F".

WITHDRAWAL FROM COLLEGE

To withdraw from the College at any time prior to five (5) working days before the first day of final exams for day/evening classes during a regular semester (three (3) days during the summer), a student must contact a counselor who will initiate the withdrawal. The grade at the time of withdrawal from the College will be "W" in all classes in which the student has not been dropped for excessive absences. It is the responsibility of the student to complete and return the Withdrawal Form and his/her ID to the Counseling Office within three (3) working days.

Students who have advance registered, did NOT pay tuition and are unable to attend classes must mail the tuition billing notice back to the Business Office with a statement indicating that he/she will not be attending classes. This must be done immediately upon the billing so that he/she can be removed from classes.

Students who have advance registered, paid tuition and are unable to attend classes should contact the appropriate Counseling Office to officially withdraw from school. Students must withdraw before the first day of classes to receive a 100% refund. No student will be permitted to withdraw from college until all financial obligations have been cleared with the Business Office.

COLLEGE CREDIT BY EXAMINATION

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

The College-Level Examination Program (CLEP) enables students to earn college credit-by-examination. By successfully completing CLEP SUBJECT tests, students may receive credit for college-level knowledge which they already possess.

Hinds Community College tests monthly except for August and December. Contact Raymond Campus Academic Counseling Office for more information.

Students who have earned college-level credit in the subject or subjects in which they seek CLEP credit may earn credit within the following stipulations:

(1) A maximum of 6 hours may be earned from each group listed below:

Group -1	English Composition	ENG	1113
	English Literature	ENG	2323
	American Literature	ENG	2223

Group -2	Biology, General	BIO	1133
	Calculus, Integral	MAT	1613
	Chemistry, General	CHE	1213
	College Algebra	MAT	1313
	Geology	GLY	1113
	Trigonometry	MAT	1323
Group -3	Accounting, Introduction	ACC	1213
	American Government	PSC	1113
	American History I	HIS	2213
	American History II	HIS	2223
	Business Law	BAD	2413
	Principles of Economics I	ECO	2113
	Sociology, Introduction	SOC	2113
	Psychology, General	PSY	1513

(2) A maximum of 18 hours of CLEP subject examination credit will be accepted by Hinds Community College. Credit will not be given for the general examination.
(3) The subject examination scores must be at or above a total score of 50.
(4) A student must eam 12 hours at Hinds Community College before CLEP credit may be recorded on the student's transcript.
(5) No grade points are granted for CLEP credit. Credits granted by CLEP scores are not used in computing grade point average.

CHALLENGE EXAMINATION FOR ACADEMIC COURSES (Challenge Exam Administered by HCC)

1. Cost - Regular tuition.
2. Student registers for course and pays per credit hour rate. No overload charge will be made for challenge exams that exceed the 19 semester hour limit.
3. Pass or fail grade (A B C D F) and quality points will be posted.
4. Total HCC credit hour limit of 30 semester hours.
5. Transcript posting - upon issuance of letter from the instructor who administers the test to the Director of Admissions and Records.

ADVANCE PLACEMENT

Hinds Community College will award credit for scores of 3 or higher on the AP Examinations administered by the College Entrance Examination Board. This policy is subject to the following restrictions:

1. A student must earn academic credit from this institution before credit earned through AP Examination will be recorded on his permanent record. The minimum residency requirement will be 12 semester hours.
2. The total amount of credit awarded for all non-classroom experiences is limited to 30 semester hours.
3. AP credit will be for specific Hinds Community College courses; however, the student will not receive a letter grade or quality points. AP credit will not be used to compute a student's quality point average. AP credit will be counted only in hours earned.
4. AP credit will be awarded only in subject matter areas that are taught by Hinds Community College.

AP EXAMINATION	SCORE	HOURS CREDIT	RELATED COURSE
1. Biology	4	3	BIO 2414 or BIO 1133
	5	6	BIO 2414 or BIO 1133
2. Chemistry	3	3	CHE 1213 or CHE 1313
	4 or 5	6	CHE 1213 and CHE 1223
3. Computer Science	3	3	CSC 1113
	4 or 5	6	CSC 1113 and first 3 hours of a programming language in which student obtained proficiency
4. English	3	3	ENG 1113
	4 or 5	6	ENG 1113 and 1123
5. History	3	3	HIS 2213
American	4 or 5	6	HIS 2213 and HIS 2223
European	3	3	HIS 1113
	4 or 5	6	HIS 1113 and HIS 1123
6. Mathematics			
AB Exam	3, 4 or 5	3	MAT 1613

BC Exam	3	3	MAT 1613
	4 or 5	6	MAT 1613 and MAT 1623
7. Music	4	4	MUS 1214
	5	8	MUS 1214 and MUS 1224
8. Physics	3	4	PHY 2414
	4	3	PHY 2313
		or 8	PHY 2414 and PHY 2424
	5	6	PHY 2313 and PHY 2323

VOCATIONAL-TECHNICAL ADVANCED PLACEMENT

Advanced placement is currently available in Business and Office programs, Child Development Technology, Drafting and Electronics programs. Students must meet the basic criteria as follows:

1. Applicant for credit meets all college admissions requirements and is a registered student in good standing in one of Hinds Community College's vocational/technical programs.
2. Applicant must have on file a completed Advanced Placement Application.
3. Applicant must complete 12 hours at Hinds Community College before advanced placement credit will be placed on permanent transcript.
4. A high school graduate may request placement within 24 months of the date of applicant's graduation from high school.

When all provisions have been met for approval of advanced placement credit, a letter grade of A, B, C, or D will be posted on the student's Hinds Community College transcript for each approved course. **There will be no charge for such credit.**

CERTIFIED PROFESSIONAL SECRETARY

Upon obtaining the Certified Professional Secretary rating and completing 12 hours of credit through Hinds Community College, credit may be awarded for all of the following courses that have not been previously completed or posted by transfer.

ACC	1213	Principles of Accounting I	3 SH
ACC	1223	Principles of Accounting II	3 SH
BAD	2413	Business Law	3 SH
ECO	2113	Principles of Economics	3 SH
BOT	1013	Keyboarding I	3 SH
BOT	1113	Document Formatting and Production	3 SH
BOT	2723	Administrative Office Procedures	3 SH
BOT	2733	Administrative Office Management	3 SH
PSY	1513	General Psychology I	3 SH
			27 SH

PROFESSIONAL LEGAL SECRETARY CERTIFICATION

Upon obtaining Professional Legal Secretary (PLS) certification and after completing 12 semester hours of credit through Hinds Community College, credit may be allowed for all of the following courses that have not been previously completed for credit or posted by transfer.

BOT	1013	Keyboarding I	3 SH
BOT	1113	Document Formatting and Production	3 SH
BOT	1613	Shorthand I	3 SH
BOT	2623	Shorthand II	3 SH
BOT	1413	Records Management	3 SH
BOT	1433	Business Accounting	3 SH
LET	1113	Legal Systems and Terminology	3 SH
BOT	2733	Administrative Office Management	3 SH
PSY	1513	General Psychology I	3 SH
			27 SH

DEGREES OFFERED

ASSOCIATE IN ARTS DEGREE

Conferred on students who complete requirements for graduation in various arts and science programs, the pre-professional programs, and programs designed for transfer from Hinds Community College to senior colleges and universities.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Conferred on students who complete requirements for graduation in the various two-year technical programs or any of the applied science fields offered at Hinds Community College.

CERTIFICATION OF COMPLETION

Awarded to students who satisfactorily complete requirements in the various vocational programs at Hinds Community College.

REQUIREMENTS FOR GRADUATION

Graduation exercises will be held in the fall and spring semesters. A student may meet the requirements for graduation by complying with any of the following.

1. Select a specialized field of study and follow the curriculum which is outlined for it in this catalog.
2. Follow the General Program requirements for the Associate in Arts Degree, which are given in the "Academic Programs of Study" section of this catalog.
3. Comply with the catalog requirements of the first two years of the specified four-year accredited college or university (named at the beginning of the semester preceding graduation) to which the student will transfer.

Submit all college transfer credits, military credits, etc., to be considered towards a degree. (Last twelve hours must be earned at Hinds).

Application for graduation may be completed in the administrative office of any location or the Office of Admissions and Records on the Raymond Campus no later than the fourth week of a semester.

Transfer students must complete their last 12 semester hours in residence in order to receive a diploma from Hinds Community College. Courses and credit will be accepted up to 48 semester hours as they correspond to the curriculum of Hinds Community College, provided they are earned at a state or regionally accredited institution. To meet graduation requirements, a student must complete at least 25 percent of the semester hours required to receive the degree at Hinds Community College.

NOTE TO STUDENTS:

A minimum quality point average of 2.0 on ALL HOURS ATTEMPTED is required in order to graduate unless additional credit hours have been earned in excess of those specifically required for the degree. A student in this category may select the courses to be used to achieve the 2.0 minimum quality point average. (See the "GRADES" section of these regulations for point average.)

PHYSICAL EDUCATION REQUIREMENTS - JACKSON CAMPUS, RANKIN CAMPUS AND BRANCH OPERATIONS

Until such time as the Jackson Campus, Rankin Campus and Branch Operations offer physical education courses that will meet the specified graduation requirements for various programs, these specific requirements need not be met. This waiver will have no influence on the total number of hours required.

APPLICATION FOR GRADUATION

Any student wishing to apply for a diploma or certificate and for one of the degrees conferred by Hinds Community College must make formal application for a specific degree within the first four weeks of the semester and pay graduation fees at that time. Appropriate application forms are provided for this purpose in the District Office of Admissions and Records. No student will be graduated and a degree awarded until all degree requirements have been met.

A student may graduate under the requirements of the published catalog for the current session or under the graduation requirements of the published catalog for the year the student entered Hinds Community College. Requirements, however, may not be divided between the two.

The graduation fee covers the cost of diploma, cap, gown, and standard junior college scholastic hood. This fee must be paid whether or not the student participates in the formal exercises.

NOTICE TO STUDENTS

Each student is responsible for meeting requirements for graduation and for complying with other instructions and regulations contained in this catalog and its addenda. Counselors and advisors are available and are willing to assist students in planning programs of study and to aid them in other phases of college life. However, the final responsibility for meeting requirements for graduation and adhering to other academic regulations rests with the student.

GRADES

MID-SEMESTER AND SEMESTER OR FINAL GRADES

At mid-semester and at the end of the semester, the scholastic performance (grades) of students in each course is reported by the instructor. Mid-semester grades and semester grades are mailed to the students. The semester grade reports become a part of the student's permanent record. Mid-semester grades are used only to inform students of their progress in class. However, in cases where a course is completed in the first half of the semester, the mid-semester grade is a final grade and is recorded as such.

FINAL EXAMINATIONS

All students are required to take examinations at the time designated on the final examination schedule. A student who is absent from a final exam and who has made no report of personal illness or other emergencies to an instructor will not be permitted to take the examination at a later date. A student who reports an emergency to an instructor before a scheduled examination will be given a grade of "I" (Incomplete). The incomplete work must be completed within six months or by the end of the succeeding fall or spring semester. Unless the (I) incomplete grade is changed to another letter grade by this time, the (I) incomplete grade will become permanent. Students who are absent from a final examination without the approval of the instructor will receive a course grade of "F".

EXEMPTION FROM FINAL EXAMINATION

Sophomores who are actually taking a diploma at the end of the current semester are exempt from the final examination in any subject in which they have achieved an average grade of "B" or better through the last day of class prior to examination.

GRADING SYSTEM

Courses are graded according to the following system:

1. Used in Quality Point Average Computation

Grade	Interpretation	Quality Point Value Per Semester Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
I	Incomplete	0

2. Not used in Quality Point Average Computation

AU	Audit
IP	In Progress
W	Withdrawal from Course
NC	No credit (when lab grades are included with lecture)

Continuing Education Units (CEU) are awarded for some courses. These courses are generally graded according to the following system:

Grade	Interpretation	Credit
P	Pass	1 CEU per 10 clock hours
W	Withdrawal from course	
F	Failure	

NOTE: A Continuing Education Unit is defined as "ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction, and qualified instruction." The CEU is used as a basic unit of measurement for an individual student's participation in an educational activity which does not award semester hour credit. Continuing Education Unit credit cannot be converted to semester hour credit and is not used to determine a student's quality point average.

WITHHOLDING OF GRADES

Normally, final grades for academic, technical and vocational students are mailed at the end of each semester. However, grades may be withheld by the College for the following reasons: unpaid fees or fines, unreturned library books or audiovisual materials, incomplete admission records, or disciplinary actions.

"I" INCOMPLETE GRADES

An incomplete grade (I) is assigned if, due to personal illness or other emergencies, a student is unable to complete required course work by the end of the semester. It is the student's responsibility to notify the instructor and to arrange a method of completing course requirements within six months or by the end of the semester immediately following the semester in which the incomplete grade (I) was received, excluding summer sessions. Unless the (I) incomplete grade is changed to another letter grade by this time, the (I) incomplete grade will become permanent.

Note that an (I) incomplete grade and a (F) failing grade have the same effect on a student's quality point average. A student may appeal a grade for just cause no later than mid-semester of the succeeding fall or spring semester after the grade was earned.

"IP" IN-PROGRESS GRADES

An in-progress grade (IP) is assigned to a student who is in an independent study course and who does not complete course requirements before the end of the semester. A student who is assigned an "IP" grade at the end of a semester must complete course work during the following semester (excluding summer school).

AUDITING A COURSE

A student who wishes to take a credit course for no credit must at the time of registration, register for the course as an audit, complete the audit form and pay the regular fee.

The audit student will receive no credit, no quality points, and may not change the course from audit back to credit. The student may in succeeding semesters take for credit any course previously audited. Audit courses will be reflected on the student's permanent record as "AU" (Audit).

Auditing a course should not be confused with repeating a course to raise a grade.

CLASSIFICATION OF STUDENTS WHO RECEIVE CREDIT

Classification of students who receive credit at Hinds Community College is as follows:

Freshman - a student who has earned fewer than 27 semester hours of college credit.

Sophomore - a student who has earned 27 or more semester hours of college credit.

Full-time student - a student who is enrolled in 12 or more semester hours in a given semester or a pro rata share thereof for less than semester length courses.

Part-time student - a student who is enrolled in less than 12 semester hours in a given semester or a pro rata share thereof for less than semester length courses.

QUALITY POINT AVERAGE

A quality point average is determined by dividing the total number of quality points earned by the total semester hours attempted. For example:

ENG	1113	3	Sem. Hr. Credit Grade A (4 points) =	12
MAT	1313	3	Sem. Hr. Credit Grade B (3 points) =	9
HIS	1113	3	Sem. Hr. Credit Grade C (2 points) =	6
BIO	2513	3	Sem. Hr. Credit Grade B (3 points) =	9
BIO	2511	1	Sem. Hr. Credit Grade B (3 points) =	3
HPR	1111	1	Sem. Hr. Credit Grade B (3 points) =	3
Semester Hours Attempted =		14	Total Quality Points =	42

Divide 42 quality points by 14 semester hours attempted = 3.0 quality point average.

HONOR GRADUATES

Students graduating from Hinds Community College with a quality point average of 4.0 are graduated with "Highest Honors". Students graduating with a quality point average of 3.60 - 3.99 are graduated with "Special Honors". Students graduating with a quality point average of 3.20 - 3.59 are graduated with "Honors". The quality point average is determined by dividing the total number of quality points by the total semester hours of work attempted (hours transferred as well as hours earned at Hinds Community College.)

HONOR ROLL, HONORS, DISTINCTIONS AND AWARDS

Awards Day is held in the spring semester for the purpose of presenting various awards (certificates, medals, cups, trophies, etc.) to students for outstanding achievements and/or accomplishments in all areas of college life.

A Dean's Scholar is a student who has maintained a 3.5 quality point average with an accumulation of twelve or more semester hours or a 3.5 quality point average has been earned on twelve or more semester hours for the semester immediately preceding.

A President's Scholar is a student who has maintained a 4.0 quality point average with an accumulation of twelve or more semester hours; or a 4.0 quality point average has been earned on twelve or more semester hours for the semester immediately preceding.

SUMMER SCHOOL

Hinds Community College operates day classes in two four-week sessions and evening classes in one eight-week summer session. An academic load in excess of twelve hours during the summer session must be approved by the Department of Counseling.

REPEATING A COURSE

A student may repeat a course already completed and in which credit has been earned in order to better his or her grade point average. A grade point average is determined by dividing the total number of quality points earned by the total semester hours attempted. In computing scholastic averages in these cases, all semester hour attempts will be included and shown on the transcript.

To raise a grade point average at Hinds Community College, the course must be repeated at Hinds. When a student transfers to another institution, the policy of the receiving institution will determine the student's grade point average.

SEMESTER HOURS TOTAL

The usual total number of semester hours taken by a student in good standing during a regular semester is 15 to 17. The maximum number of semester hours a student on scholastic probation can take is 13. A student enrolled in less than 12 semester hours in a fall or spring semester is classified as a part-time student.

Vocational students may take additional course work beyond their regular program provided the vocational adviser approves.

It is recommended that students who are engaged in outside employment in addition to attending Hinds Community College give careful consideration to taking a reduced number of hours.

TRANSCRIPTS

Students who have met all admission requirements and business office obligations and have completed a semester at Hinds Community College are eligible to request a transcript. Transcript requests must be in writing. A fee of $2.00 is charged for each transcript. A twenty-four hour processing period is necessary after the Records Office has received the transcript request.

SCHOLASTIC PROBATION AND SUSPENSION

SCHOLASTIC PROBATION

A student who earns less than a 1.75 GPA during a fall or spring semester will enter on scholastic probation the next semester he/she attends Hinds. In courses completed in less than the traditional semester format, each term will be treated as a semester for the purpose of determining scholastic standing. An academic or technical student who is on probation must enroll in EDU 1413, unless he/she has previous credit in this course. A student who is prescribed and enrolled in a developmental reading course or is enrolled in less than seven (7) semester hours is not required to enroll in EDU 1413. The probated student may not enroll in more than 16 semester hours (13 semester hours if exempt from EDU 1413).

SCHOLASTIC SUSPENSION

A student who begins a fall or spring semester on scholastic probation and who earns less than a 1.75 GPA will be placed on scholastic suspension. If suspension occurs during a fall semester, the student cannot enroll again until the next summer term. If suspension occurs during a spring semester, the student may immediately enroll in Hinds during the upcoming summer term. If the conditions listed under "Summer Work" below are met, the scholastic standing will revert to probation. If the conditions are not met, the suspended student cannot enroll for the upcoming fall semester. A suspended student who does not enroll for one or more fall or spring semesters will be eligible for readmission on probation.

SUMMER WORK

Summer work at Hinds cannot lower scholastic standing; however, it can raise scholastic standing one level (suspension to probation or probation to good standing). Scholastic standing will increase on level if a student earns six (6) or more semester hours credit during the summer and earns a GPA of 2.0 or better. This work must be taken at Hinds Community College.

READMISSION AFTER SUSPENSION

An academic or technical student who has been previously suspended and who is re-admitted for a fall or spring semester (and who is consequently on probation), must meet the reduced course load and EDU 1413 requirements described above **and** must earn a 2.0 GPA or better during his/her returning semester. Failure to do so will again result in scholastic suspension. A vocational student participating in any eight-week block program who has been previously suspended, must earn a 2.0 GPA or better or he/she will be suspended for two consecutive vocational blocks.

A part-time academic or technical student who has been previously scholastically suspended and who re-enrolls during a fall or spring term, must enroll in at least the same number of semester hours as he/she was enrolled in during the semester the suspension occurred. Also, the student must enroll in EDU 1413 as described above and must earn a 2.0 GPA or better for the semester; otherwise, he/she will, again, be scholastically suspended.

A student who has been suspended for scholastic reasons cannot, during the period of academic ineligibility, earn credit at another institution and use such credit toward meeting degree requirements at Hinds Community College.

SCHOLASTIC APPEALS

Appeals for permission to continue in school when facing scholastic suspension must be made in writing to the Local Student Affairs Committee. The forms are available at the Dean of Students Office/operating Dean's office. Each appeal will be considered on its merits. Scholastic appeals have a six month statute of limitation. Appeals must be made within six months after the semester has been completed. (Effective date: August 1994)

DISCIPLINARY PROCEDURES ARE LISTED IN STUDENT HANDBOOK ONLY

STUDENT ORGANIZATIONS

STATEMENT OF STUDENT PARTICIPATION IN INSTITUTIONAL AFFAIRS

The students of Hinds Community College are afforded the right of participation in the College's affairs via the Student Government. Recommendations passed by the Student Government are forwarded to the District Dean of Students for consideration to the District Student Affairs Council. The District Dean of Students then forwards the recommendations to the Vice-President or appropriate council for consideration and they are then forwarded to the President of the College for his decision.

ASSOCIATED STUDENT GOVERNMENT

The associated student body consists of all students enrolled in Hinds Community College. The Associated Student Government (ASG) serves the student body by presenting student input through elections, special activities, intramurals, clubs, organizations, local senates, and ASG Committees.

Each local senate is a part of the Associated Student Government. Therefore each local senate is governed by the Associated Student Government Constitution which governs all local senates and their own bylaws. Each local senate shall be responsible for choosing representatives to the Associated Student Government. Members of the Associated Student Government must maintain a per semester grade point average of 2.50 on a 4.00 scale. For more information contact the Operating Dean at the respective location, the Director of Student Activities at 857-3388 or the District Dean of Students at 857-3232.

The number of representatives a location will have in the Associated Student Government shall be determined annually from the percentage of each location's contribution to the total postsecondary enrollment for the preceding fall semester of all campuses represented. The number of representatives shall be exactly twenty-four (24) and the number of representatives from each location will vary with the incorporation of additional local senates into the Associated Student Government. (See each location section in the Student Handbook for information concerning local senates.)

STUDENT ELECTIONS COMMITTEE

The Election Committee shall directly assist the District Dean of Students and/or the Director of Student Activities in the election process by working at the polls and counting votes. This committee will also make provisions for all locations designated by the Student Activities Director to participate in Homecoming. Participation shall include voting in and actually competing in any election. Homecoming Queen and Court.

ORGANIZING A NEW ORGANIZATION

Any (all) potentially new organizations or clubs must complete an Application for Proposed Student Organization (SPF-001) by initiating sponsor and submit to the Director of Student Activities or designated official. Applications for Proposed Student Organization forms are available from the Director of Student Activities.

REGISTRATION OF ORGANIZATION/OFFICER ROSTER/CONSTITUTION

Each year all organizations which wish to remain active organizations on Campus must register their desire by completing a form which lists the current officers and the faculty advisor. It is the newly elected president's responsibility to file the roster of newly elected officers with the Division of Student Affairs within ten (10) days of election. Failure to comply with this regulation will result in a loss of recognition on Campus. New officers should check to see that the constitution on file is current. Student organizations shall furnish to the Division of Student Affairs upon request any information which it considers necessary for administration such as constitution, list of officers, faculty advisor, schedule of activities, etc.

ADVISORS/SPONSOR(S)

All student organizations shall have one or more advisors of the faculty or administration who maintain contact with the organization's activities and functions. An advisorship should be an active not a passive responsibility; it should be accepted by the advisor as such. A faculty advisor should be thoroughly acquainted with the objectives and policies of the College. His/her participation with the organization should be in the form of advice counsel and assistance that is welcomed by the student group(s) and that regulation and control be limited to the minimum necessary to protect freedom of expression, democratic process, and compliance with College policy.

REGULATIONS FOR STUDENT ORGANIZATIONS

(1) A faculty sponsor(s) must be present at all meetings and activities of student organizations.

(2) Requests for regularly scheduled meetings should be submitted to the Director of Student Activities or designated official for approval and then to the Facilities Use Coordinator. Activity Approval Forms are due no later than five (5) days prior to the event.

(3) Requests for special events, social activities, off-campus speakers, fundraising, petitions, demonstrations, or concessions should be approved by Sponsor and then by the Director of Student Activities, Campus Dean or designated official. The Dean of Students, Vice President and President must also approve off-campus speakers.

(4) Any special activity or event must have a sponsor or an approved full-time employee and Campus police or security present. When the event(s) are after normal work hours (after 4:30 p.m.

and weekends) and involve activities that are open to the general public or involve dances, concerts, or other social events, uniformed security/police must be provided and approved by the District Campus Police Chief. The organization sponsoring the event must pay the officer(s) at a rate to be determined by the District Police Chief and District Dean of Students. Request for security must be submitted in writing to the District Police Chief within five (5) school days prior to the scheduled activity or event.

(5) An organization failing to remain active for a period of one (1) calendar year will be subject to review by the Local Student Affairs Committee for the purpose of making a recommendation for reinstatement or deletion of said organization.

(6) All student organizations must maintain all funds in their own on-campus account. Financial transactions must be signed by the faculty advisor.

(7) All student activities or club trips must have a school sponsor or a school approved chaperone on the bus at all times. This policy must be adhered to or the district will not furnish transportation vehicles.

(8) Any student or student group who uses a facility or grounds of the college without proper written authorization is subject to immediate removal and is subject to disciplinary action.

(9) A student organization/club (group) may be disciplined for any act that violates school policy.

REGULATIONS FOR SIGNS AND POSTERS ON CAMPUS

1. Approved signs and posters may be placed on bulletin boards.
2. The attaching of any sign, poster, or notice to a glass, interior or exterior wall, trees, light poles, pipes, trash cans, painted surface, etc. with tape or tack is prohibited.
3. Approved signs and posters may be displayed for a period of time not to exceed two (2) weeks. It is the responsibility of the sponsoring party to remove and dispose of the sign and stick.
4. Approval for campus clubs and organizations may be obtained from the Dean, Assistant Dean or the Director of Student Activities (Raymond) or from designated official at location attended.

REGULATIONS FOR SPEAKERS FROM OFF-CAMPUS

1. A request to invite an outside speaker will be considered only when made by an organized student or faculty group recognized by the head of the College.
2. No invitation by such organized group shall be issued to an outside speaker without prior written concurrence by the head of the institution or such person or committee as may be designated by him (hereafter referred to as his authorized designee) for scheduling of speaker, dates, and assignments of Campus facilities.
3. Any speaker request shall be made in writing by an officer of the student or faculty organization desiring to sponsor the proposed speaker not later than ten (10) calendar days prior to the date of the proposed speaking engagement. This request shall contain the name of the sponsoring organization, the proposed date, time, and location of the meeting, and the expected size of the audience.
4. Approval for clubs and organization off-campus speakers may be obtained through the Director of Student Activities or Dean of Students or location Dean. The Dean will secure final approval of the Vice President and President.

CAMPUS SOLICITATION REGULATIONS

Campus solicitation of students/student organizations or by students/student organizations includes: selling of goods or services, political activities, posters, handouts, and unrecognized group membership canvas. This definition applies to activities by any on-campus or off-campus individual or group. Private business or solicitation may not be conducted on College premises, residence halls, or academic buildings except when a student organization has requested a particular service and when such service is directly relevant to the purpose of that organization. Such requests must be directed to the Dean of Students or location dean and must meet the following conditions:

1. Activities do not conflict with the educational purposes of the College.
2. No door-to-door solicitation is permitted in academic or administrative buildings.
3. No disruption of traffic either vehicular or pedestrian is involved.
4. Funds derived from activities must be used for purposes consistent with the goals of the organization.
5. Campus mail may not be used for political or religious information or fund-raising.
6. Request must be approved forty-eight (48) hours in advance of activity.
7. Policies (i.e. residence hall regulations) governing solicitation in non-academic and academic areas must be followed.
8. Activities held outside on campus grounds/premises must be restricted to a specified and acceptable area.
9. Appropriate legal action may be taken against individuals and non-college affiliates refusing to comply with regulations.

EMERGENCY PROCEDURES CONCERNING THE OPERATION OF THE HINDS COMMUNITY COLLEGE DISTRICT ARE LISTED IN THE STUDENT HANDBOOK

TITLE II OF PUBLIC LAW 101-542
Crime Awareness and Campus Security Act of 1990
CRIME AWARENESS AND CAMPUS SECURITY STATEMENT

CRIME, EMERGENCY REPORTING POLICY

Current Hinds Community College District Policy requires that members of the college community report all criminal actions and other emergencies to the Campus Police/Security Department.

CAMPUS POLICE/SECURITY RESPONSE TO EMERGENCIES

The Campus Police/Security Department or location Dean's Office will initiate an immediate response to any reported emergency. If circumstances require expertise or assets beyond the Campus Police/Security's abilities, the Campus Police/Security or location Dean's Office will immediately notify and request assistance from local law enforcement or other emergency services via telephone or radio.

CAMPUS SECURITY

Campus Security is provided by a College employed staff of Campus Police and Campus Security officers supplemented with contract security officers.

FURTHER INFORMATION

A full publication will be given to students and employees to meet the requirements of this federal law since September 1, 1993.

III

Student Services and Activities

PHILOSOPHY AND OBJECTIVES OF STUDENT AFFAIRS WORK AT HINDS COMMUNITY COLLEGE

The philosophy and objectives of student affairs work are listed in the **Student Handbook**.

COUNSELING SERVICES

Counselors provide a variety of guidance and other helping services. Counselors assist students in choosing majors and careers, and in meeting their educational and occupational goals. When serving as advisors, counselors assist students in choosing and planning their course work as it pertains to Hinds and/or prospective senior college requirements.

Counselors are also available to help students with personal difficulties through individual counseling or to assist students in finding appropriate medical, social, or psychological services when this is a need.

A list of the major services that can be obtained through the counseling offices is given below. In addition to the above, the Academic Counseling Center at Raymond and the Utica Counseling Center provide the following services.

A. Academic advisement and educational planning
B. Career exploration through Discover Computer Package, individual career counseling and career classes
C. Comprehensive testing services that include the use of career, personality, and ability tests for the purpose of personal growth and/or career exploration
D. Individual counseling
E. Counseling for drug and alcohol problems or referral for treatment through the College Assistance Program (CAP)
F . Referral to appropriate helping agencies when the need is indicated
G. Outreach services in the form of workshops, presentations, or "talks" with various student groups.

The Counseling personnel welcomes students on both a walk-in and appointment basis.

ORIENTATION: HINDSVIEW

Our orientation program is designed to answer the needs, concerns, and questions that will confront you when you enter Hinds Community College. While at HINDSVIEW you will meet informally with faculty, staff, and administrators; visit with student orientation leaders and other traditional and non-traditional students in small and large group sessions; and learn of the wide variety of available academic, social, and personal opportunities. Our student group leaders are especially trained to help students understand policies and procedures and to find assistance and services as new students at Hinds. We strongly encourage all entering students to attend Hindsview. Residence hall students are required to attend.

SUPPORT SERVICES

Disability Support Services (Raymond Campus)

This department provides tutorial, note-taking, and other support services for students who have a documented disability. Applications may be obtained by calling (601) 857-3386 V/TDD or by writing to the Disability Support Services Department, P.0. Box 1290, Hinds Community College, Raymond, MS 39154-9799

Deaf and Hard of Hearing Services

Support services in this program are funded by an agreement with Mississippi and other state departments of Vocational Rehabilitation, the University of Tennessee Postsecondary Education Consortium Grant, and Hinds Community College. The mission of these support services is to provide equal opportunity to deaf and hard of hearing students to enter existing Raymond Campus programs of study and succeed academically and socially. Interpreters are provided for classes, tutorial sessions, and school events. Special transition classes and scholastic/career counseling are available. Tutoring and notetaking services are provided upon request. Accessible residence halls are equipped with telecommunication devices (TDD's), closed captioned televisions and flashing fire alarms and doorbells.

Applications for services may be obtained by calling (601) 857-3310 V/TDD; 1-800-HINDS CC V/TDD; or by writing to:

Services for the Deaf and Hard of Hearing
Hinds Community College
Box 1282
Raymond, MS 39154-9799

DISCOVER: Helps in Career Choice

DISCOVER is a computer-based information system that lets students measure their interests, abilities, and values and get instant results to use in exploring education and occupational options. The system makes it possible for students to have a wealth of information about occupations, colleges, special training programs, apprenticeships, financial aid, and other related topics available to them at the touch of the keyboard. This allows the student to obtain a career profile geared specifically for him/her.

When students work with the DISCOVER system, they will be led on a methodical career journey, much the way they would be if they were being guided individually by their counselor. The DISCOVER profiles, along with the various other inventories the student may take, will allow the counselor to plan an individual career development program for each student.

Students are encouraged to become familiar with the DISCOVER system and the information it can provide them. Appointments may be made to work with the system by contacting the Academic Counseling Department on the Raymond Campus or on the Utica Campus.

HOUSING

Hinds Community College provides comfortable housing accommodations for students who sign up to live on the Raymond or Utica campuses. Residence halls broaden students' educational experiences by providing a community where the student can live, learn, grow, and have fun.

Admission to Hinds Community College does not guarantee a student a room reservation on campus. Those students desiring to live on campus must complete a housing application and include a $50 deposit. Return the completed application and deposit to the Housing Office on the campus the student plans to attend. **To be eligible to live in the residence halls, one must be a full-time student. This requires that an academic or technical student be enrolled for not less than twelve (12) semester hours and a vocational student be enrolled for not less than sixteen (16) semester hours.**

A deposit of $50.00 is required from applicants requesting room reservations. In the event of application by mail, a check or money order must be written payable to Hinds Community College. Cash should not be sent through the mail. Cancellations of assigned rooms must be received by the Housing Office at least fifteen (15) days prior to the date on which residence halls will open for the semester or term for which the reservation was made in order to receive a full refund of the deposit. The deposit, less any damage assessment, will be refunded to the residence hall occupant who follows the checkout procedure as announced by the Housing Office.

After an admissions application is received and processed by the District Office of Admissions and Records, the applicant's housing application will be processed by the Housing Office. A student must meet all admission requirements before he/she can be assigned a residence hall room. It will be helpful if persons wanting to be roommates would send both applications and deposits in together. Room assignments are made on a first-come, first-assigned basis; therefore, it is very important that both the application for admission and the application for housing be received as early as possible.

New students for the fall semester will be notified of their hall assignment in June, and students for the spring semester will be assigned during the third week of December. Hall assignments for new students will be made according to the space available. Those students who are not assigned will be placed on a waiting list according to their deposit receipt number. They will be assigned from the waiting list as space becomes available.

A student will be issued a residence hall room key if he/she has done the following:

1. Registered for 12 or more hours (academic or technical) or 16 hours (vocational).
2. Shown proof of full payment:
   A. full payment (receipt)
   B. Financial Award Letter for full award and receipt for payment if a balance is owed.
   C. Proof of payment of 1/2 fees on a deferred payment plan.
3. Met all admission requirements.

If proof of payment is not shown by the student on check-in-day, the student will lose his/her room assignment, and the room will be assigned to the next person on the waiting list.

RESIDENCE HALLS RULES AND REGULATIONS

For specific information concerning housing rules and regulations, please refer to the housing section of the **Student Handbook**.

RAYMOND CAMPUS - RESIDENCE HALLS FOR WOMEN

ALLEN-WHITAKER HALL is a two-story, brick, L-shaped air conditioned building housing 109 returning women students, and is staffed by one hall director and four student resident assistants. Each of the 26 suites has two bedrooms with connecting bath. Each suite accommodates four students. The carpeted lounge contains modern furniture, a piano, and a television.

DAVIS HALL is a five-story building housing 255 new entering women students, eight student assistants, and a hall director. It is air-conditioned, and each floor has a combination kitchenette and lounge overlooking a courtyard designed to provide natural light to all five floors. Corridors and lounges are carpeted. Tile

baths are located on each floor. Each bedroom accommodates two students and is furnished with draperies and built-in furniture.

HARDY-PURYEAR HALL is a four-story, air-conditioned brick building housing 200 new entering women students. Each floor has a carpeted lounge and central bath area. The building is staffed by six student assistants and one hall director. Each bedroom will accommodate two students, and is furnished built-in furniture including a study desk, chair, and chest of drawers.

MAIN HALL is a two-story brick building housing 96 sophomore women students with a minimum 2.75 grade point average or higher. The grande dame of Raymond Campus residence halls, the 70 year-old building was totally renovated in 1988 and has four, seven, and eight-person suites with bedroom/bath areas upstairs and winding stairwells that open to sitting rooms. Adjacent to these gathering places are kitchenettes equipped with a refrigerator, microwave, sink, table and chairs. The building also offers two-person bedrooms with private baths. It is staffed by a hall director and four student resident assistants.

MARSHALL HALL is a two-story air-conditioned brick building housing 128 returning women students and is staffed by a hall director and five student resident assistants. Rooms are arranged in four-bedroom suites, each with ceramic tiled bath, spacious cabinets and closets. The lounge is located at the central entrance and is furnished with a television and modern furniture.

LAUNDRY - Coin operated washing machines and dryers are easily accessible to all residence halls.

RAYMOND CAMPUS - RESIDENCE HALLS FOR MEN

GREAVES HALL is an air-conditioned facility for 184 returning male students. Each room is equipped with beds, built in desks, book shelves and storage facilities. The building is staffed by one part-time hall director and four student resident assistants. One wing is reserved for sophomore men with a minimum 2.75 grade point average or higher. The wing is equipped with a refrigerator, microwave, and television cable in each room.

SHEFFIELD-WOOLLEY HALL is a four-story, air-conditioned brick building housing 200 returning male students. Each floor has a carpeted lounge and central bath area. The building is staffed by five student assistants and one hall director. Each bedroom will accommodate two students and is furnished with beds, study desks, chairs, and chests of drawers.

VIRDEN HALL is an air-conditioned residence hall housing 55 new entering male students. Each four-bedroom suite contains a small foyer, ceramic-tile bath, spacious cabinets, and closets. Rooms have venetian blinds, built-in study tables, beds, and book shelves. Staff includes a hall director and three resident assistants.

WILLIAMS HALL is a nine-suite, air-conditioned renovated facility housing 140 new entering male students. Each room is equipped with beds, desks, closets, and book shelves. The building is staffed by five resident assistants and a hall director.

LAUNDRY - Coin operated washing machines and dryers are easily accessible to all residence halls.

UTICA CAMPUS - RESIDENCE HALL FOR MEN

B.E. LEWIS HALL is a modern three-story air conditioned complex comprised of suites. Each suite comes equipped with a private bath, a large study desk, spacious chest of drawers and a private closet for each occupant. It also has a two-way intercom system. Each floor has at least one resident assistant. This attractive complex, which overlooks Grantham Baseball Field, houses 144 male students.

UTICA CAMPUS - RESIDENCE HALLS FOR WOMEN

MAGGIE DUNSON HALL accommodates 144 female students. This three-story modern air-conditioned complex is divided into suites, each with a two-way intercom system, a large sink, spacious locker-equipped closet for each occupant, bathroom, and built-in drawers and study desks. The three floors of Maggie Dunson Hall overlook a free-flowing brook.

NEWTON-WALKER HALL is also a three-story complex. It is designed to house 72 women students and 72 men students. Unlike a co-ed dorm, a large spacious brick corridor separates the men's and women's quarters. A resident assistant is provided for each floor. Each suite is air-conditioned and has a private bath. Entry into each suite is from the outside only. Newton-Walker overlooks the tennis courts. Located in the residence hall complex is an air conditioned laundry room with a two-way intercom system, vending machines, and continuous soft music. Its location is easily accessible to any residence hall student.

FINANCIAL AID

GENERAL REQUIREMENTS

Financial assistance is provided to students who have met all admission requirements of the college and is to be used only for educational purposes. Aid recipients who have attended other colleges prior to attending Hinds Community College must submit a Financial Aid Transcript from those colleges.

For the student to be eligible to continue receiving financial aid, he/she must file a yearly aid application and document his/her financial circumstances.

In order to receive financial aid from any Federal Financial Aid Program, the student must be in good standing and make satisfactory progress in his/her course of study. The student may not be on extended probation or academic suspension and remain eligible for financial aid.

Funds for financial aid come from Federal Government Programs, Hinds Community College, individuals, and local civic organizations. The amount of money available for each award year depends upon the amount of money made available for the institution from these sources.

HOW TO APPLY

To be considered for any type of financial aid listed below, students must complete the Free Application for Federal Student Aid (FAFSA). The Department of Education will forward information to the student which is vital to the Financial Aid Office in determining how much aid can be awarded to each student. The student should send this information to the Financial Aid Office. Financial aid will be awarded to each student based on their individual information. Each student is considered for all types of aid and awarded accordingly. Early filing of the FAFSA will insure sufficient time to study the needs of each student.

In order to receive priority consideration, the results from the FAFSA should be received by the Financial Aid Office prior to April 1. Additional applications will continue to be accepted after this date; however, this is a priority deadline for programs which may have limited funding. The FAFSA form should be mailed to Iowa City, Iowa as soon as tax returns are filed. State Programs have a July 1 deadline.

Results from the FAFSA are sent to the student in three to five weeks. The student must forward or bring these papers to the Financial Aid Office so that eligibility amounts can be established. Applications are available at all Hinds locations and local high school counselors' offices.

FEDERAL STUDENT LOANS

In response to the nationwide effort to reduce defaults, Hinds Community College has developed a Loan Default Management Plan. All students requesting loan funds through any of the following federal loan programs will be given a copy of this plan.

FEDERAL PROGRAMS

TYPE:	**PELL GRANT**
DESCRIPTION:	$200 to $2400 per year. Non-repayable.
ELIGIBILITY:	Undergraduates only.
REQUIRED FORMS:	FAFSA, Free Application for Federal Student Aid and HCC Institutional Application.
DEADLINE:	Priority - April1.
TYPE:	**SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)**
DESCRIPTION:	At least $200 per year. Non-repayable.
ELIGIBILITY:	Undergraduates only with demonstrated need; and based on the availability of funds.
REQUIRED FORMS:	FAFSA, Free Application for Federal Student Aid; HCC Institutional Application.
DEADLINE:	Priority - April 1.
TYPE:	**FEDERAL COLLEGE WORK-STUDY (FCWS)/COMMUNITY SERVICE**
DESCRIPTION:	Average 10 to 15 hours per week at $4.25 per hour.
ELIGIBILITY:	Undergraduates with demonstrated need; based on availability of funds.
REQUIRED FORMS:	FAFSA, Free Application for Federal Student Aid; HCC Institutional Application.
DEADLINE:	Priority - April 1.
TYPE:	**STAFFORD LOAN (Subsidized and Unsubsidized)**
DESCRIPTION:	Amounts vary according to student's eligibility. Variable interest rate. Repayment begins 6 months after ceasing to be least half-time student.
ELIGIBILITY:	Undergraduates with demonstrated need.
REQUIRED FORMS:	FAFSA, Free Application for Federal Student Aid; Stafford Loan Application; HCC Institutional Application.
DEADLINE:	Contact Financial Aid Office.
TYPE:	**PARENT LOAN Program (PLUS)**
DESCRIPTION:	Maximum varies per year. Parents of HCC students. Variable interest rate.
ELIGIBILITY:	Based on the amount of financial aid awarded.
REQUIRED FORMS:	FAFSA, Free Application for Federal Student Aid; PLUS Application; HCC Institutional Application.
DEADLINE:	Contact Financial Aid Office.

STATE PROGRAMS

TYPE:	**MISSISSIPPI RESIDENT TUITION ASSISTANCE GRANT (MTAG)**
DESCRIPTION:	Up to $500 per year. Repayable if student drops out of school without cause prior to receipt of degree.
ELIGIBILITY:	Undergraduates only. Mississippi resident for prior four years. High school graduate or GED. Initial applicant: 15 ACT, 2.5 high school GPA;

2.5 college cumulative GPA for renewal. Must not be eligible for full Pell Grant. Must seek AA or BA degree.

REQUIRED FORMS: FAFSA, Free Application for Federal Student Aid; MTAG Application/Contract.

DEADLINE: July 1, 1995

TYPE: **MISSISSIPPI EMINENT SCHOLARS GRANT (MESG)**

DESCRIPTION: Up to $2,500 per year to cover tuition and mandatory fees only. Student must repay if he/she drops out of school without cause prior to receipt of degree.

ELIGIBILITY: Freshmen only. High school graduate and Mississippi resident for prior four years. Semifinalist or finalist for National Merit or National Achievement Scholarship programs and 3.5 high school GPA; or ACT score of 29 and 3.5 high school GPA. Recipients must maintain a 3.5 cumulative GPA.

REQUIRED FORMS: MESG Application/Contract.

DEADLINE: July 1, 1995.

TYPE: **STATE STUDENT INCENTIVE GRANT (SSIG)**

DESCRIPTION: At least $200 per year. Non-repayable.

ELIGIBILITY: Undergraduates only; Mississippi residents only; Full-time student; demonstrated need; and based on the availability of funds.

REQUIRED FORMS: FAFSA, Free Application for Federal Student Aid; HCC Institutional Application.

DEADLINE: Priority - April 1.

HINDS COMMUNITY COLLEGE FUNDS

Hinds Community College Work/Study Program. Hinds Community College offers students assistance through Hinds Community College Work/Study Program. The student may be eligible to work as many as 15 hours per week. Students will receive an hourly rate of pay.

POLICY ON SATISFACTORY SCHOLASTIC PROGRESS FOR RECIPIENTS OF FEDERALLY FUNDED FINANCIAL AID AND VETERANS BENEFITS

Federal regulations require an institution to evaluate the scholastic progress of financial aid and veterans benefits recipients. Effective July 1, 1984, federal regulations required institutions to strengthen their policies on satisfactory progress. Only hours attempted after July 1, 1984, are evaluated for financial aid and veterans benefits eligibility.

All students applying for, or receiving, Title IV Federal Assistance for attendance at Hinds Community College must progress satisfactorily towards completion of a chosen academic or vocational-technical program. Title IV Federal Assistance includes the following programs:

Federal Pell Grant
Federal Supplemental Educational Opportunity Grant (SEOG)
Federal State Student Incentive Grant (SSIG)
Federal Stafford Loan (SSL)
Federal Supplemental Loan for Students (SLS)
Federal Parent Loan (PLUS)
Federal Work-Study (FWS)
Veteran Benefits

The following policies are in compliance with federal guidelines for satisfactory progress:

I. Grade Point Average and Credit Hour Requirement

The grade point average and credit hours passed that a student must maintain to be considered making satisfactory progress in a program of study will be determined by an evaluation of the total number of semester hours that have been attempted. A student who fails to meet the requirement may continue on financial aid/veterans benefits probation for one semester. If the deficiency is not corrected by the end of this probationary semester, the student shall be ineligible to receive further aid or veterans benefits until the deficiency has been corrected.

Students who are suspended from financial aid or veterans benefits for scholastic reasons at the end of the probationary semester may gain eligibility the succeeding semester(s) attended by achieving the appropriate cumulative grade point average and earned semester hours based on hours attempted.

Cumulative Semester Hours Attempted	*1-18	19-36	37-54	55-72	73-90

Minimum Cumulative Semester Hours Required To Pass	*6	16	32	48	64
Minimum Cumulative Grade Point Average	1.75	1.85	2.0	2.0	2.0

** A student enrolled in fewer than six (6) credit hours must pass all hours attempted with the min imum required cumulative grade point average.*

II. Time Frame

All students receiving financial aid or veterans benefits are expected to complete their educational objective with the maximum number of semester hours shown above.

Students attempting 90 semester hours without reaching their educational objective will be auto matically suspended from Financial Aid..

Once a student has attempted 90 semester hours **AND** has received a degree or certificate, he/she must contact the Office of Financial Aid for reevaluation of financial aid eligibility to pursue a second degree. There are no provisions for financial aid beyond the second degree and/or certificate.

III. Transfer Students

Transfer students will enter with the same status for financial aid or veterans benefits as other students based on the hours attempted, credit hours earned, and grade point average at other college(s) previously attended.

IV. Withdrawals - "W"s, Non-Credit, Remedial Courses and Incompletions - Financial Aid Recipients Only

(Students receiving veterans benefits refer to the veterans brochure or college catalog for the Veterans Withdrawal Policy)

A student will be allowed to officially withdraw. A "W" will not be used in calculating a student's grade point average, but all "W"s will be counted in determining the number of semester hours attempted for the purpose of determining eligibility to receive financial aid.

A student will be allowed to repeat a course according to the policies stated in the college catalog, however, any course repeated will be included in total hours attempted for the purpose of determining eligibility to receive financial aid. That is, all courses repeated regardless of the previous grade earned, count as additional hours attempted.

Non-credit courses **will not** count in hours attempted, but semester hours for remedial courses **will be** recorded as hours attempted.

A student must remove an incomplete (I) grade by the end of the 9th week of the succeeding semester or receive a failing (F) grade. An incomplete (I) grade will have the same effect as a failing (F) grade with regard to quality points and hours attempted.

V. Procedures for Implementing the Probation/Suspension Policy

At the end of each semester, the Office of Financial Aid/Veterans Affairs will develop a list of all students who failed to meet the minimum scholastic criteria set forth to be in good standing for financial aid or veterans benefits with the institution.

The Office of Financial Aid/Veterans Affairs will notify the students that they are on financial aid or veterans benefits probation and inform them that if they do not pass the minimum required semester hours with the appropriate **cumulative grade point average** for the following semester in attendance, they will be suspended from financial aid or veterans benefits until eligibility is re-established.

Students who will be suspended from financial aid or veterans benefits will be informed by the Office of Financial Aid/Veterans Affairs at the end of the appropriate grading period.

Eligibility may be re-established by the student attending, paying his/her own fees without federal assistance, and meeting the requirements in Section I above.

VI. Appeal Process

In extenuating circumstances such as personal illness or illness and death in the immediate family, a student may appeal to the local Student Affairs Committee for relief from these requirements. Appeals for permission to continue when suspended from financial aid or veterans benefits must be made in writing to the local Student Affairs Committee. Each appeal will be considered on its own merit.

All appeals must be submitted within thirty (30) days from the date of the suspension letter.

VETERANS AFFAIRS

The Office of Veterans Affairs is available to assist all eligible veterans and dependents in making application for benefits. Academic, technical, and vocational courses are open (unless otherwise specified in program description) to students in either of the above categories. Every effort is made to facilitate admission into the student's choice of training programs.

All Veterans Administration programs under the G.I. Bill may be initiated in Room 101 of the Administration Building, Raymond Campus. For additional information call (601) 857-3226 or 1-800-HINDS CC..

ADMISSION

Students who plan to receive veterans benefits must satisfy the college's admission requirements as outlined in the Admission Requirements section of this catalog **BEFORE** being certified to the Veterans Administration Regional Office. In addition, ALL transcripts from schools previously attended must be furnished in order to comply with the Regulations of the Department of Veterans Benefits.

CHANGING OF PROGRAMS

Students receiving veterans benefits must at all times have a definite program declared with the Office of Veterans Affairs and be enrolled in courses leading to completion of the designated program. Programs can never be changed without prior approval of the Office of Veterans Affairs and the Veterans Administration.

COUNSELING

All veterans benefits recipients are required to see a college counselor to plan their course of study prior to the beginning of each enrollment period.

Each student must have a signed Veterans Benefits Recipient Program Planning Sheet from his/her counselor for EACH enrollment period. The student must also sign the Program Planning Sheet acknowledging the course recommended by the counselor.

CREDIT FOR SERVICE TRAINING

Educational work done by veterans while in active service is evaluated and credit given when possible. The recommendation of the American Council on Education in its handbook, **Guide To The Evaluation Of Educational Experiences In the Armed Services**, is used as a guide for the evaluation of all military credit.

PROBATION AND SUSPENSION

Students receiving veterans benefits are expected to maintain the same standards of satisfactory progress as all other students receiving financial aid. See **Policy on Satisfactory Scholastic Progress for Recipients of Federally Funded Financial Aid and Veterans Benefits** in this section of the catalog.

Exceptions from the Policy on Satisfactory Scholastic Progress for Recipients of Federally Funded Financial Aid and Veterans Benefits are as follows:

"W"s will not be used in calculating the number of semester hours attempted for the purpose of determining eligibility to receive veterans benefits.

Veterans benefits recipients may attempt additional hours beyond the 90 semester hours allowed in the policy without completing a degree, as long as they file a Change of Program form with the Office of Veterans Affairs and are maintaining **satisfactory scholastic progress**.

Veterans benefits recipients may pursue the allotted number of degrees as outlined by the Veterans Administration.

NOTE: Policies stated for veterans comply with regulations 14253, 14277, 14278, Department of Veterans Benefits.

CHANGING ENROLLMENT STATUS

Students receiving veterans benefits may not drop any course or stop attending any class without prior approval of the Office of Veterans Affairs and without executing formal drop/withdrawal procedures as outlined in the **College Catalog**. Students who fail to comply with this regulation will be liable for repayment of any resulting overpayments. (See policy below concerning overpayments.)

VA POLICY REGARDING OVERPAYMENTS

Student Actions That Result in Overpayments

1. Withdrawing from a course or school.
2. Receiving a grade which does not count toward your graduation requirements.
3. Failure to have an incomplete grade changed to a grade which counts toward your graduation requirements.

VA Actions Once an Overpayment is Created

1. Add interest charges and collection fees to your debt.
2. Withhold future benefits and apply them to your debt.
3. Turn your debt over to a private collection agency.
4. File suit in federal court to collect your debt.
5. Withhold approval of your VA home loan guarantee.
6. Collect the debt from your federal income tax refund.

Explanation of Mitigating Circumstances

The law requires that the VA must collect all benefits paid to a beneficiary for a course for which the grade assigned is not used in computing the requirements for graduation including a course from which the beneficiary withdraws, unless there are mitigating circumstances.

This means if you drop a course, unless you can show the VA that there are mitigating circumstances, you must return all the money paid to you for pursuit of that course **from the start of the term**, not merely from the date you dropped the course.

Examples of **acceptable** mitigating circumstances are prolonged illness, severe illness or death in your immediate family and unscheduled changes in your employment or work schedule.

Examples of **unacceptable** mitigating circumstances include withdrawal to avoid a failing grade, dislike of instructor and too many courses attempted.

NOTE: You will normally be required to submit evidence to support your reasons before they can be accepted by the VA.

SCHOLARSHIPS

HINDS COMMUNITY COLLEGE SCHOLARSHIPS

ACT SCHOLARSHIPS
All Locations

(ACT Scholarships are awarded through the Financial Aid Office.) Applicants should apply for scholarships as soon as they attain an ACT composite score of 21 or above as all ACT awards are made on a first-come basis. No scholarship awards will be made after the first scheduled day of classes.

PRESIDENTIAL
All Locations

Tuition, room and board scholarships awarded for up to four consecutive semesters,fall and spring semesters only. Applicants must meet all HCC admission requirements. ACT score of 29 or above, first time entering freshmen taking 12 or more semester hours; Mississippi resident. Students **must** maintain full-time student status and a 3.0 grade point average. Required forms - HCC Financial Aid/Scholarship Application and copy of ACT scores - submit to Financial Aid Office, (601) 857-3453 or 1-800-HINDS CC.

DEANS'
All Locations

Tuition scholarships awarded for up to four consecutive semesters, fall and spring semesters only. Applicants must meet all HCC admission requirements. ACT score of 25-28, first time entering freshmen taking 12 or more semester hours; Mississippi resident. Students **must** maintain full-time student status and a 3.0 grade point average. Required forms - HCC Financial Aid/Scholarship Application and copy of ACT scores - submit to Financial Aid Office, (601) 857-3453 or 1-800-HINDS CC.

FACULTY
All locations

One-half tuition scholarships awarded for up to four consecutive semesters, fall and spring semesters only. Applicants must meet all HCC admission requirements. ACT score of 21-24, first time entering freshmen taking 12 or more semester hours; Mississippi resident. Students **must** maintain full-time student status and a 3.0 grade point average.
Required forms - HCC Financial Aid/Scholarship Application and copy of ACT scores - submit to Financial Aid Office, (601) 857-3453 or 1-800-HINDS CC.

GIFTED & TALENTED
Utica Campus

Tuition scholarships awarded annually. Full-time student. Based on applicant's talents,skills, and leadership abilities, as well as academic achievements. Required forms - Gifted & Talented Scholarship Application. Call Utica Campus, Dean of Students, (601) 885-6062 for information. Deadline - March 1.

HONORS (HCCH)
All locations

Scholarships of $200 per semester for up to four consecutive fall and spring semesters are available. Applicants must be Mississippi residents and must be enrolled in 12 or more semester hours, 7 of which must be in honors studies. Scholarship recipients must maintain full-time student status and a 3.0 grade point average. Applicants must complete an (1) HCC Application for Financial Aid and Scholarship Application and (2) HCCH Application and submit these forms to the HCCH Center. The deadline for application is March 1.

BASEBALL
Raymond Campus

Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus; call (601) 857-3325 for information. Deadline - Varies

BASKETBALL
Utica Campus
(Men & Women)

Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or

performance at annual tryouts. Contact the Athletic Department on the Utica Campus; call (601) 885-6062 or (601) 354-2327 for information. Deadline - Varies

FOOTBALL
Raymond Campus
Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus. Call (601) 857-3325 for information. Deadline - Varies

GOLF
Raymond Campus
Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus; call (601) 857-3325 for information. Deadline - Varies

SOCCER
Raymond Campus
Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus; call (601) 857-3325 for information. Deadline - Varies

SOFTBALL
Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus; call (601) 857-3325 for information. Deadline - Varies

TENNIS
Utica Campus
Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus; call (601) 857-3325 for information. Deadline - Varies

TRACK
Raymond Campus
Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus; call (601) 857-3325 for information. Deadline - Varies

MUSIC
Raymond Campus
Tuition scholarships. Must be a full-time student majoring in music. Selection is based on auditions. Required forms - Music Application available through the Music Department, (601) 857-3271. Deadline - August 1.

BAND
Raymond Campus
One-half tuition scholarship for 1st and 2nd semester band participants, full tuition scholarships for 3rd and 4th semester band participants. Extra service scholarships are available including stage band. Must be a participant in the band. Required forms - Band Application. Call (601) 857-3273 for information. Deadline - Varies.

HINDS COMMUNITY COLLEGE DEVELOPMENT FOUNDATION SCHOLARSHIPS

Scholarships are awarded for fall and spring semesters only. The scholarships awarded are based on classroom excellence, involvement in extracurricular activities, financial need, desire for achievement, and letters of recommendation. Students must maintain full-time status. Criteria vary per scholarship: 2.5 is the minimum required grade point average. Some scholarships require a higher grade point average.

Required forms - HCC Application for Financial Aid and Scholarships, high school and/or college transcripts, three letters of recommendation, copy of ACT scores, list of achievements, and summary of why the student feels he or she should be considered for a scholarship; submit all items to the Institutional Advancement Office. For information, call 1-800-HINDS CC-1-#-3502. Deadline - March 1.

DEVELOPMENT FOUNDATION UNRESTRICTED SCHOLARSHIPS

A. A. Alexander Scholarship - awarded to a full-time student.
G. J. Cain Scholarship - awarded to a full-time student.
Mr. & Mrs. A. L. Denton Scholarship - awarded to a full-time student majoring in fine arts.
F. M. Greaves Scholarship - awarded to a full-time student.
Anne C. Hardy Scholarship - awarded to a full-time student.
Mildred Herrin Scholarship - awarded to a full-time student.
William H. Holtzclaw Scholarship - awarded to a full-time student on the Utica Campus.
Rev. B. E. Lewis Scholarship - awarded to a full-time student on the Utica Campus.
Grady Sheffield Scholarship - awarded to a full-time student majoring in business.

DEVELOPMENT FOUNDATION ENDOWED SCHOLARSHIPS

Ben Adkins Memorial Scholarship - awarded to a full-time Rankin Campus student.

Bobbie Anderson Nursing Scholarship - awarded to a full-time second semester or above associate degree nursing student at the Nursing/Allied Health Center.

Dorothy Brownlee Scholarship - awarded to a full-time student majoring in speech and drama on the Raymond Campus,who is a member of the Lendon Players.

Marian Pickett Carmichael Scholarship - awarded to a full-time Raymond Campus student.

Eddie Cooper Memorial Scholarship - awarded to a full-time student who graduated from Raymond High School and holds residence in the HCC District.

H. H. Davis Memorial Scholarship - awarded to a full-time student on the Raymond Campus or the Utica Campus.

Bill Derden Memorial Scholarship - awarded to a full-time student, preferably majoring in English or Mathematics, at either the Raymond Campus or the Vicksburg-Warren County Branch, with a 3.0 or better GPA.

A. P. and T. B. Fatherree Scholarship - awarded to a full-time student majoring in a vocational or technical program.

Len Garvey Memorial Scholarship - awarded to a full-time sophomore student majoring in business and office technology at the Jackson Campus-Academic/Technical Center.

Walter H. Gibbes Memorial Scholarship - awarded to a full-time student majoring in a vocational or technical program.

Charlie Griffin Memorial Scholarship - awarded to a full-time student.

Jobie and Jim El Harris Scholarship - awarded to a full-time student. Priority will be given to grandchildren of retired Hinds employees.

Warren Hood Scholarship - awarded to a full-time Hinds County student.

Charlie Horton and Joe Smith Scholarship - awarded to a full-time student at the Utica Campus whose family resides in Hinds County and is a graduate of a Hinds County or Jackson high school.

Freddie Jean Cannon Jackson Memorial Scholarship - awarded to a full-time student majoring in early childhood development on the Utica Campus.

Ruth Kelly Home Builders Auxiliary Scholarship - awarded to a full-time Raymond Campus student majoring in a vocational or technical program related to the home building industry.

H. R. Kilby Memorial Scholarship - awarded to a full-time Raymond Campus student from Hinds County majoring in business.

Dr. Robert and Lee Mayo Scholarship - awarded to a full-time Raymond Campus student demonstrating financial need.

George M. McLendon Memorial Scholarship - awarded to a full-time Raymond Campus student demonstrating outstanding leadership.

Claribel Hunt Moncure Memorial Scholarship - awarded to a full-time student who is a native of Mississippi.

Dr. Vernon Clyde Muse Scholarship - awarded to a full-time student majoring in an academic or transfer program of study.

Scott Nelson Memorial Scholarship - awarded to a full-time student who has graduated from Raymond High School, Rebul Academy, or Central Hinds Academy (priority will be given to children of HCC faculty or staff members).

Harry Partin Scholarship - awarded to a full-time student majoring in electronics engineering technology on the Raymond Campus.

John Pervangher Memorial Scholarship - awarded to a full-time Vicksburg-Warren County Branch vocational/trades student.

Marie Pervangher Memorial Scholarship - awarded to a full-time Vicksburg-Warren County Branch student majoring in business technology.

Pickett Scholarship - awarded to a full-time Raymond Campus student.

Rankin County Alumni Scholarship - awarded to a full-time Rankin County high school graduate.

Joe A. Renfroe Memorial Scholarship - awarded to a full-time Raymond Campus student majoring in a sports related field.

Troy Arlis Ricks Scholarship - awarded to a full-time student.

Marvin A. Riggs Scholarship - awarded to a full-time student who demonstrates financial need and is pursuing an academic field of study.

Virginia Riggs Scholarship - awarded to a full-time Raymond Campus student demonstrating financial need.

Eugene G. Schubert Memorial Scholarship - awarded to a full-time Raymond Campus sophomore majoring in agricultural education or animal science.

Lurline Stewart Memorial Scholarship - awarded to a full-time Raymond Campus student majoring in mathematics or engineering.

Robert C. Stewart Memorial Scholarship - awarded to a full-time Raymond Campus student majoring in geology, engineering, or mathematics.

Street Medical Foundation Scholarship - awarded to a full-time student enrolled in the practical nursing program at the Vicksburg-Warren County Branch.

C. V. Sullivan Memorial Scholarship - awarded to a full-time student.

Lora M. Underwood Memorial Scholarship - awarded to a full-time student majoring in education.

John Bell Williams Memorial Scholarship - awarded to a full-time Raymond Campus student demonstrating financial need.

Ed, Mattie, and Douglas Woolley Scholarship - awarded to a full-time student.

DEVELOPMENT FOUNDATION SPECIAL SCHOLARSHIPS

Stacey Renee Allen Memorial Scholarship - awarded to a full-time, native Mississippian, female student on the Raymond Campus majoring in Law Enforcement who demonstrates financial need.

Susan Ballard Memorial Scholarship - awarded to a full-time Raymond High School graduate.

William A. Browne Scholarship - awarded to students demonstrating financial need.

W. H. Buckner Memorial Scholarship - awarded to a student from Vicksburg majoring in Auto Mechanics.

David Cahow, II, Memorial Scholarship - awarded to a sophomore majoring in pre-med on the Raymond Campus for the spring semester only.

Mr. and Mrs. W. H. Cochran Scholarship - awarded to a full-time student.

Ken and Becky Coomes/Tom's Distributorship Scholarship - awarded to a foster child who is a graduate of a Rankin County high school.

Kathryn Duncan Scholarship - awarded to a student attending the Vicksburg-Warren County Branch.

Nona Fortenberry Scholarship - awarded to a Raymond Campus student majoring in business technology.

John Lake Gibbes Memorial Scholarship - awarded to a student majoring in farm science or a related field of study on the Raymond Campus.

Burda Scott and Thomas Fletcher Gladish Memorial Scholarship - awarded to a full-time music student on the Raymond Campus.

Jack Hite Hi-Stepper Leadership Scholarship - awarded to a full-time Raymond Campus sophomore Hi-Stepper.

Home Builders Scholarship - sponsored by the National Home Builders Association, Mississippi Association of Home Builders, Jackson Home Builders Association, and Jackson Home Builders Association Ladies' Auxiliary - awarded to a Raymond Campus student pursuing a career in home building.

Carla McCulloch Memorial Scholarship - awarded to a full-time second semester AD Nursing student.

W. M. McKenzie Memorial Scholarship - awarded to a Raymond Campus student majoring in agriculture. Sponsored by the Hinds County Farm Bureau & the Rankin County Farm Bureau.

Kurt Markus, Ltd., Scholarship - awarded to a full-time minority student from Vicksburg.

Lee Mayo Choir Scholarship - awarded to a full-time Raymond Campus Choir member and Music major.

James Taylor Monk Scholarship - awarded to a full-time student who has received a GED through the Rankin County School District's Adult and Community Education Program.

Col. Frank Walsh Scholarship - awarded to a Raymond Campus student majoring in Social Studies.

Harold T. White Memorial Scholarship - awarded to a full-time hotel/restaurant management student who agrees to work an internship.

E. J. Williams Scholarship - sponsored by the Jackson Home Builders Association; awarded to a full-time student majoring in a home building field on the Raymond Campus.

DEVELOPMENT FOUNDATION ADDITIONAL SCHOLARSHIPS

The following companies and organizations award scholarships on a year-by-year basis:

1. **The American Auxiliary Unit 112 (Nell Crenshaw)**
2. **The American Legion Post #112**
3. **Best Western Metro Inn**
4. **Clorox Company**
5. **Credit Professionals International (CPI)**
6. **Gardener's Club of Jackson**
7. **Hinds Community College Education Association**
8. **Hinds County Plumbing-Heating-Cooling Contractors Association**
9. **J. L. Holloway Work Program**
10. **Mississippi Farm Bureau Insurance**
11. **Mississippi Limousine Breeders Association**
12. **Mississippi Livestock Producers Association**
13. **River Oaks Hospital Auxiliary Nursing**
14. **Rotary Club of South Jackson**
15. **South Jackson Civic League**
16. **South Jackson Hinds County Development Association**
17. **V. F. W. Toxie K. Stapleton Post 6473 (Red & Irene Renton)**
18. **Vicksburg Chapter/Mississippi Restaurant Association**
19. **Waring Oil Company**

TRUSTMARK NATIONAL BANK SCHOLARSHIPS

Trustmark National Bank Scholarships are awarded to full-time students who meet the following criteria:

- is a graduate of a Hinds, Madison, Rankin, or Warren county high school and holds residence in one of these counties:
- has a 12 or better ACT score;
- has a 2.0 or better grade point average.
- has no record of disciplinary problems; and
- is from a household with a combined income of $20,000 or less.

Trustmark National Bank of Jackson, Mississippi, provides funds to award these scholarships each fall and spring semester (summer semester not included). The scholarships are awarded on a first-come basis by the date the application is received in the HCC Institutional Advancement Office. Priority deadline to apply for fall is August 1 and for spring is December 1. To apply, fill out the HCC Application for Financial Aid and Scholarships with the Trustmark section signed by a high school or college official and the Free Application for Federal Student Aid (Pell Grant).

HINDS COMMUNITY COLLEGE SCHOLARSHIP POLICIES

The following policies have been established in the administering of scholarships for Hinds Community College.

1. Any scholarship student who fails to contact the Financial Aid Office in writing to accept his/her scholarship by the deadline established in his/her award letter will forfeit the scholarship.
2. Any student on scholarship who drops below full-time status (minimum of 12 semester hours) will not be eligible for an academic scholarship in the future.
3. Any student on scholarship who does not maintain the required cumulative grade point average will forfeit the scholarship. There is no probationary semester.
4. The award of a scholarship cannot exceed the allowable fees assessed by the College.
5. Scholarship awards will be credited to a student's account. Only in special circumstances will a check be made directly to the student.
6. Any student expelled from school because of a disciplinary reason will forfeit his/her scholarship and will not be eligible for another scholarship.
7. Students on the Cooperative Job Program must get special permission to continue their scholarship when they are working alternate semesters.
8. Any student on scholarship who fails to attend school in consecutive fall/spring semesters (excluding summer school) will forfeit his/her scholarship.
9. A commuter student receiving more than one tuition scholarship can receive only one full tuition scholarship plus one $250.00 per semester book voucher at any Hinds Community College district bookstore.
10. Scholarships do not cover the following:
    a. Registration fee
    b. Additional fees assessed for more than 19 semester hours
    c. Any charges related to summer school (tuition, room, or board, etc.)
    d. Any change of schedule fees

e. Parking decals
f. Yearbook
g. Late fees
h. Lab fees

11. Any student who ceases to attend classes and fails to withdraw officially will forfeit his/her scholarship. The student will not be eligible for any academic scholarship in the future.
12. Any student officially withdrawing from school will not be required to pay back any tuition portion of his/her scholarship. However, if he/she is receiving any scholarship monies on his/her housing or meals, the scholarship account will be reimbursed any remaining portion of those fees. The student will not receive any refund of scholarship monies. A scholarship student must clear with the Financial Aid Office prior to withdrawing officially.
13. A student officially withdrawing from school will not be granted a scholarship for another semester unless approved by the District Scholarship Committee.
14. A student may receive a scholarship for a maximum of four semesters.
15. Repeating courses cannot change forfeiture status retroactively.
16. The District Scholarship Committee will review any special circumstances brought before them. A student desiring a special waiver should submit the request in writing along with proper documentation (doctor's excuse, transcript, instructor's letter, etc.) to the Chairman of the District Scholarship Committee within 30 days of the date of the written notice.
17. Only the District Scholarship Committee, with the approval of the President of the College, can make any changes in these policies.
18. Any student in default on any type financial aid is not eligible to receive any scholarship money.

ADDITIONAL ACT SCHOLARSHIP POLICIES

1. ACT Scholarships are only awarded to first time entering full-time (12 or more semester hours) freshmen. If for any reason a student is not awarded an ACT Scholarship his/her first semester, the student is not eligible for an ACT Scholarship at a later date. For this reason, apply as early as possible. Students who have attended summer school prior to entering in the fall are eligible for an ACT Scholarship. A student must apply before the first day of classes of his/her first semester, fall or spring, at Hinds.
2. ACT Scholarships are awarded on the basis of the date a completed file is received in the Financial Aid Office, not on the individual's score. A completed scholarship file for an ACT Scholarship includes a scholarship application and a copy of the student's ACT profile.
3. ACT Scholarships are awarded only to Mississippi residents.
4. Scholarship awards cannot be raised after the first day of classes for the first semester enrolled.
5. ACT Scholarships can be retained for four semesters if the student maintains full-time status (successfully completing 12 or more hours) and a 3.0 or better overall grade point average.
6. Presidential scholarships (ACT of 29 or above) cover tuition, room, and a meal ticket for a dormitory student. Commuter recipients will receive tuition plus a $250.00 book voucher at any Hinds Community College bookstore each semester.
7. Deans Scholarships (ACT of 25-28) cover only the current cost of tuition.
8. Faculty Scholarships (ACT 21-24) cover only one-half the current cost of tuition.

ADDITIONAL DEVELOPMENT FOUNDATION SCHOLARSHIP POLICIES

1. Development Foundation Scholarships differ in value. A student must contact the Institutional Advancement Office to determine the value of a scholarship. The scholarships may differ in value from year to year.
2. A student receiving a Development Foundation Scholarship designated for a certain major will forfeit that scholarship if he/she changes majors.
3. Development Foundation Scholarship recipients must attend the Scholarship Recognition Program. Failure to attend will result in forfeiting the scholarship, unless prior approval is granted by the Chairman of the District Scholarship Committee.
4. Most Development Foundation Scholarships require a 2.5 grade point average in order to retain the scholarship the next semester. However, some scholarships are awarded only by semester, and some others require different grade point averages. Therefore, a recipient must contact the Institutional Advancement Office for specific details.

LEARNING RESOURCES SERVICES

A Learning Resources Center (LRC), offering a full range of assistance to students, faculty, and staff in the learning process, is located at each of HCC's six locations. Each Center provides an excellent facility housing a carefully chosen variety of materials that support the curriculum of the college. These materials support the instructional programs at each location as well as the research, enrichment and recreational needs of the students and faculty.

The wide variety of materials found in the LRCs consists of print, electronic and audiovisual materials. A joint union catalog, in both microfiche and electronic formats, provides access to over 160,000 books and 144,000 items of non-print material. An automated library management system provides ease in circulating materials and intra-library loan systems for the sharing of books, magazines, films, tapes, and other resources as they are transferred by a daily inter-campus courier service.

HOURS

On the resident campuses, Raymond and Utica, the Learning Resources Centers are open for service the following hours:

Monday - Thursday	7:45 AM - 9:30 PM
Friday	7:45 AM - 4:00 PM

Weekend hours - To be announced

Locations which do not serve residence hall students observe the following hours:

Monday - Thursday	7:45 AM - 7:30 PM
Friday	7:45 AM - 4:00 PM

Although designed primarily as "self-service" operations, trained personnel are on duty to assist students at all times. Group instruction and individual assistance in library usage is provided by the professional library staff.

LIBRARY SERVICES

Circulation desks at the LRCs are focal points for checking books in and out and for securing assistance in using library materials. Adjacent to the circulation desks are the on-line public access catalogs that index the material available for use in the Centers.

Books, when presented at the circulation desks, may be checked out for a period of two weeks (except as indicated at the end of a semester) and may be renewed if not requested by another reader. **A STUDENT MUST PRESENT HIS/HER VALIDATED I.D. CARD WHEN CHECKING OUT MATERIALS.**

Reserve books, which are kept at the circulation desks, constitute a category of books upon which circulation restrictions have been placed. In general, reserve books are to be used in the Centers and may be checked out for home use only when the resource centers are closed.

Reference books are selected to support the community college program. Because they are used continually and the information in them must be available at all times, these materials do not normally circulate for home use. These books are distinguished from the books which students may check out not only by their location in separate areas but also by the letter "R" above the call numbers on the spine of the books. Among the various types of books found in the Reference collections are atlases, bibliographies, dictionaries, encyclopedias, handbooks, and indexes.

Magazines add a wealth of material to the Centers' collections. The Hinds District Resources Centers subscribe to over 1,200 periodicals. Current issues of the magazines are arranged alphabetically by title on open display shelves in the Centers. Back files of the periodicals are available in paper and/or microform. Periodical indexes are provided for student use. The magazine collection is restricted to "in-house" use.

Audiovisual materials require special equipment for their use and therefore are designed to be used in the Centers.

MEDIA SERVICES

The Department of Media Services operates a center for the Raymond Campus. This center, located in the lower level of the McLendon Library, includes a learning lab equipped with microcomputers, videotape viewing areas, and audio tape players, filmstrip and slide viewers, five classrooms, and a production facility.

Students using the Learning Lab may check out materials at the check-out area where catalogs listing current holdings of the Media Center are located. The Learning Lab also has microfiche readers that index the materials available for use.

Students, faculty and staff may use all media material located in the Media Services Center. Media used in campus classrooms may be viewed and/or reviewed by students in the Learning Lab.

The Center has five mediated classrooms which provide the wide variety of media for instruction. Students may also use the classrooms to view films and for small group use of all media material. One classroom, equipped with TDD telephone and closed captioned TV, has been designated for use by the Deaf and Hearing Impaired Services Program.

In addition to the Learning Lab and classrooms, the Media Services Center houses a complete production facility, including a darkroom, transparency production, basic graphic production, 35mm slide copying, multi-image production, audio tape production, and a fully equipped television studio and video editing facility.

HONORS PROGRAM

The mission of Hinds Community College Honors (HCCH) Program is to provide an enhanced and supportive learning environment for outstanding students. The Honors Program curriculum features: designated core-curriculum honors course sections, seminars, interdisciplinary studies, independent study, research opportunities, international study and leadership development. Special co-curricular activities and field trips

are also part of the Honors Program. Individual and group counseling are provided through the College counseling offices and the HCCH Center. HCCH students are given priority in scheduling courses at HCC. The program also helps honors students locate and apply for scholarships at four-year institutions and schedules campus visits and introductions to honors programs at four-year institutions. The HCCH Program works closely with Phi Theta Kappa and other honorary scholastic societies with HCC chapters to encourage and reward academic excellence.

Students interested in receiving more information about the HCCH Program, specific honors courses, contract courses, advanced courses, international studies, HCCH scholarships, and HCCH co-curricular activities should contact the HCCH Center on the Raymond Campus at (601) 857-3531.

BRITISH STUDIES PROGRAM

Hinds Community College is a member of an academic consortium of several colleges and universities in the southern and southwestern United States supporting an international study program entitled British Studies Program. The British Studies Program is a residential summer session offered annually during July and August in London, England.

While allowing participants ample free time for independent travel, the session offers upper division undergraduate and graduate coursework. Students can earn up to eight semester hours by participating in the British Studies Program.

In this program, the majority of on-site lecturing is coordinated by local British scholars, exposing students to leading experts in their fields. Five-week and three-week courses in a wide range of academic disciplines including humanities, business, education, fine arts, etc., are offered through the British Studies Program.

A mini-break is also scheduled to allow time for personal travel outside of London, along with low-cost optional day tours to general places of interest. Paris, Scotland, Cambridge, Dover, Canterbury, Bath, and Stonehenge are often included.

RESOURCE AND COORDINATING UNIT FOR ECONOMIC DEVELOPMENT

Strong economic development requires that business and industry have access not only to a skilled work force but also to well educated and highly motivated workers. Hinds Community College established the Resource and Coordinating Unit for Economic Development office (RCU) to work with local business, industry, and government to expand the economic base through customized training, consulting, and development.

Divisions of the Resource and Coordinating Unit for Economic Development which enables us to accomplish our goals are: Computer Skills Labs; Business and Government Services; Industrial Services; Mobile Literacy Units; Adult Basic Education, Continuing Education Services; Tech-Prep Coordination; Faculty In-Service Training; and the Small Business Development Center and International Trade Center; and the recent addition of our One-Stop Career Center.

ADULT BASIC EDUCATION AND CONTINUING EDUCATION

Non-credit services are provided through this office of Hinds Community College. These services represent the outreach aspect of the institution.

The Adult Basic Education and Continuing Education Services provide course work in Adult Basic Education (ABE); General Education Development Test Preparation (GED); Adult Vocational Education (AVE); and Child Development Associates (CDA).

Adult Basic Education classes are provided for adults who lack basic literacy skills. Classes are offered at various locations throughout the District.

General Education Development Test Preparation classes are provided for persons who possess basic literacy skills but may not feel they are ready to attempt the GED test.

Adult Vocational Education classes are provided for those who desire to continue to upgrade their skills. Classes are scheduled at any Hinds Community College location. AVE classes may or may not follow the general college calendar.

BUSINESS AND GOVERNMENT SERVICES

The Business and Government Services Division of the RCU works with local business and government to expand the economic base through customized training, consulting and development.

Some of the training programs available to business and government include: Supervisory Management Skills in the areas of Communication, Stress and Time Management, Motivation, Managing Change, Team Building, Problem Solving, Delegating, Conflict Management; Marketing Skills in Tele-Marketing, Telephone Etiquette, Professional Development, Customer Service, Selling, Advertising, and Visual Merchandising Techniques; and specialized courses in Entrepreneurship, Financial Management, Career Counseling, Test Taking Skills, Zenger-Miller, Total Quality Management, and Presentation Skills.

COMMUNITY SERVICES

This aspect of the Continuing Education Office provides special services for the community. This service participates in joint venture activities with other state and private organizations and agencies; as well as sole, self initiated efforts. The special services include: seminars, workshops and conferences.

Child Development Associates course work is provided by Hinds Community College in conjunction with the

Child Development Associate, Inc. (Washington, DC). Courses are designed to increase the knowledge and skills of teachers of Headstart agencies. Successful completion of this structured program qualifies the participants for certification by national standards.

COMPUTER SKILLS TRAINING

RCU offers short-term computer workshops with curriculums developed specifically to meet the needs of business and industry. RCU has two computer labs, two full-time instructors, and several part-time instructors who provide customized computer training for business and industry. RCU can also conduct on-site training. Some workshops taught through RCU are: MS DOS; Enable; Lotus 1-2-3-; WordPerfect; dBase III and IV; QuattroPro; and many others including advanced workshops.

CONTINUING EDUCATION ACTIVITIES (CEA)

Continuing Education Activity courses are administered by the Office of Continuing Education on the Raymond Campus. These courses are designed in varying lengths and on any topic that may be of interest to a group of people for personal enrichment. A record of satisfactory participation may be obtained but semester hours of credit are not awarded. These classes may or may not follow the college calendar.

INDUSTRIAL SERVICES

A wide range of credit and non-credit college courses are available to business and industry through the Director of Industrial Services. These offerings may come from the Catalog or may be designed specifically for a given company. State funds are available to support many of these programs when they are used for new and expanded industry. Contact should be made with the Director of Industrial Services on the Raymond Campus at (601) 857-3387.

MOBILE LITERACY UNITS

RCU has two 28-foot mobile labs used to conduct Basic Skills classes at on-site locations in the Jackson and Vicksburg areas. Computers are used to assist individuals in achieving their goal of upgrading skills and, in some cases, completion of the GED. Training consists of kindergarten through 12th grade. Students work at their own pace on a schedule compatible with their daily work schedule.

SMALL BUSINESS DEVELOPMENT CENTER AND INTERNATIONAL TRADE CENTER

The Small Business Development Center (SBDC) and International Trade Center (ITC) provide one-to-one confidential counseling and training assistance in all aspects of small business management and international trade.

SBDC services range from help with financial, marketing, production, organization, and technical problems to the development of feasibility studies. The ITC provides assistance on "how to" export and import.

Special programs exist for inventors with patentable products, procurement of matching assistance, business financing information, and small business incubators.

TECHNICAL PREPARATION (TECH-PREP) EDUCATION PROGRAM

The Tech-Prep Project will include the development and operation of four-year articulated programs designed to provide two years of tech-prep education in secondary schools leading to an Associate Degree or a two-year certificate. This project will provide, in a strong systematic manner, the comprehensive link between secondary schools and post-secondary educational institutions.

RCU'S ONE-STOP CAREER CENTER

The mission of the RCU's One-Stop Career Center is to prepare students, individuals or displaced employees to go to work or change jobs. A four-program approach is taken to prepare individuals needing specific skills for today's job market demands. These include Assessment, Workforce Readiness, Cooperative Education and Job Placement Services.

ASSESSMENT

During assessment, individuals are tested for basic skills, aptitudes, interests, work values and learning styles. Assessment results lead to the identification of career objectives.

COOPERATIVE EDUCATION

Cooperative Education is an educational process designed to integrate classroom study with planned and supervised on-the-job experience outside the formal classroom environment. The student combines periods of college with work periods, working in business, industry, social services and private agencies. These work periods are an integral part of the student's education and are arranged with the employers by the Hinds Community College Office of Cooperative Education and Placement. This office exercises supervision and control over the student's activities at the establishment to insure a comprehensive training experience.

Two approaches are available for Cooperative Education: the alternating plan and the parallel plan. The alternating plan provides for a semester of full-time (12 hours or more) study followed by a semester of full-time employment (40 hour work week) until completion of school. The parallel plan enables the student to attend classes for a part of the day and work for a part of the day. Under the parallel plan, students must work a minimum of 15 hours a week. (Veterans must enroll for 12 semester hours and work a minimum of 20 hours

a week under this plan to receive veterans benefits.) **UNDER BOTH PLANS, A MINIMUM OF TWO WORK SEMESTERS IS REQUIRED.**

Students must complete a minimum of one semester maintaining a grade point average of 2.0 or better to qualify for this program. The course credit earned for the Cooperative Education work experience can be used toward graduation from Hinds Community College. For more information, contact the Office of Cooperative Education and Placement at (601) 857-3341 or (601) 57-3384.

JOB PLACEMENT

The Office of Cooperative Education and Placement provides job placement services for all Hinds Community College students and alumni. This service is free and includes full-time employment for graduates as well as part-time, summer and Cooperative Education jobs. Also, a resume service is provided for a nominal fee. For more information, contact the Office of Cooperative Education and Placement at (601) 857-3341 or 857-3384.

WORKFORCE READINESS

During training, individuals who lack job skills will have access to the latest instructional technology through workforce readiness instruction. This instruction will include: preparing a resume, reviewing interview techniques, conducting a job market campaign, enhancing self esteem, and developing appropriate job skills.

CAMPUS SERVICES AND SERVICE FACILITIES

Information concerning the following services and facilities can be found in the **Student Handbook**.

Bookstores
Cafeteria/Deli
Campus Police Department
College Office Hours
Convenience Store
Eagle Ridge Golf Course/Raymond Lake
Health Services
ID Card
Laundry
Lost and Found
Motor Vehicles on Campus
Post Office
Student Union

STUDENTS WITH DISABILITIES

Hinds Community College seeks to comply with the letter, intent and spirit of the Americans with Disabilities Act of 1990. We invite any faculty, staff or student who has a disability which requires special assistance to bring it to the attention of the college.

Facilities, services and activities of the college are made fully accessible to students with disabilities. A full-time counselor has been assigned to work with these students to determine their particular needs.

The following services are available to students with disabilities:

1. Wheelchair ramps, elevators, and restrooms are provided in instructional buildings and libraries. (At all locations)
2. Special parking areas are designated for handicapped students, employees, and visitors. (At all locations)
3. Wheelchair ramps, elevators, and rest rooms are provided in residence halls. (At Raymond and Utica Campuses)
4. Telecommunication devices (TDD), decoders for closed captioned TV viewing, flashing fire alarms and doorbells, and interpreters are provided for deaf and hard of hearing students. (At Raymond Campus)
5. Special assistance is given to the visually impaired by the provision of readers, part-time guides, library visual aid interpreting equipment including braille textbooks, tape textbooks, Visual Tech, and braille typewriters. (At Raymond Campus)
6. The Disability Support Services Department provides tutorial and other support services for a number of students who qualify through federal guidelines for Student Support Services for Disadvantaged Students. (At Raymond and Utica Campuses)

STUDENT ACTIVITIES, ORGANIZATIONS AND PUBLICATIONS

Hinds Community College promotes and provides four student publications and a wide variety of activities and organizations. These groups include religious, social, service, academic and interest orientations to meet student needs.

Campus, branch, or center student organizations, managed by students under faculty guidance, afford opportunities for growth in character, citizenship, leadership, and social poise. The activities, organizations, and publications are listed according to availability at a respective campus, branch or center. See complete listings and the Student Publications Policy in the **Student Handbook**.

STUDENT COMPLAINT PROCEDURE

A student may make a verbal or written complaint which must include all pertinent information to the appropriate dean at the location he/she attends. If not resolved, the complaint may be submitted through the due process procedures as outlined in the **Student Handbook** and **College Catalog** or other legal documents of the College.

INTERCOLLEGIATE ATHLETICS

Hinds Community College is a member of the Mississippi Junior College Athletic Association and National Junior College Athletic Association. Varsity athletics at the Raymond Campus include: Football, Baseball, Golf, Softball, Track and Soccer. Varsity Athletics at the Utica Campus include: Men and Women's Basketball, Baseball, Men and Women's Tennis. For more information please see the **Student Handbook**.

IV

Academic Programs and Course Descriptions

ACADEMIC PROGRAMS OF STUDY

Academic students are those who schedule course work to meet requirements for graduation from Hinds Community College with an Associate of Arts Degree (AA) and/or to transfer course work to a senior college in pursuit of a baccalaureate degree. An academic student may earn an Associate of Arts Degree in one of two ways:

1. Complete the General Program of Study as listed in this catalog.

   OR

2. Complete the first two years of any baccalaureate program of study found in any four-year college or university catalog which has become effective since the student began his college studies.

Students who plan to enter Mississippi public universities should be aware of the transfer requirements that may apply in their particular cases. These requirements vary with age, ACT score, high school preparation, and high school GPA.

Generally, one-half of the hours required for a bachelor's degree may be transferred from a community college and applied to that degree at a four-year college or university. Hinds Community College maintains a close working relationship with all Mississippi senior colleges to insure that all academic courses which are intended to transfer will do so. Individual articulation agreements are maintained with selected colleges as well as a formal overall Articulation Agreement between the Mississippi Board of Trustees of State Institutions of Higher Learning and the Mississippi State Board for Community and Junior Colleges, outlining over 160 articulated programs of study.

Because of the wide variety of program requirements among the senior colleges to which Hinds academic students transfer, this catalog does not contain specific academic programs. Instead, listed below are some of the program areas that a student may pursue at Hinds.

- Accountancy
- Accounting
- Agriculture
  - Agribusiness
  - Agricultural Economics
  - Agricultural Education and Experimental Statistics
  - Agricultural Engineering Technology and Business
  - Agricultural Pest Management
  - Agronomy
  - Animal and Dairy Science
  - Entomology
  - Food Science Technology
  - General Agriculture
  - Horticulture
  - Landscape Architecture
  - Poultry Science
- American Studies
- Anthropology
- Architecture*
- Art
- Athletic Trainer
- Biochemistry
- Biology
- Biomedical Sciences
- Broadcast Journalism
- Business Administration
  - Advertising
  - Economics
  - Finance
  - General Business
  - Management
  - Marketing
- Business Education
- Business Information Systems and Quantitative Analysis
- Chemistry
- Clothing and Textiles
- Coaching and Sports Administration
- Commercial Aviation
- Communications
- Community and Regional Planning
- Computer Science
- Criminal Justice
- Dietetics
- Distributive Education
- Economics
- Education
  - Elementary
  - Secondary
  - Special
- Education of the Deaf
- Engineering
  - Aerospace
  - Biological
  - Chemical
  - Civil
  - Computer
  - Electrical
  - Geological
  - Industrial
  - Mechanical
  - Nuclear
  - Petroleum
- Engineering Technology
  - Agricultural and Business
  - Architectural
  - Computer
  - Construction
  - Electronics
  - Industrial
  - Mechanical
- English
- Environmental Health
- Environmental Science
- Exercise Science
- Family and Human Development

Family Life Studies
Fashion Merchandising
Foods and Nutrition
Food Science Technology
Foreign Languages
Forensic Science
Forestry
Geography
Geology*
Health Information Technology (Medical Records Administration)
Health, P.E. and Recreation
History
Home Economics
Hotel and Restaurant Administration
Human Development and Family Studies
Humanities
Industrial Arts Education
Industrial Technology
Institutional Management
Interior Design
International Studies
Journalism
Law Enforcement
Liberal Arts
Library Science
Linguistics
Mass Communications
Mathematics
Medical Technology (Clinical Lab Sciences)
Meteorology
Microbiology
Music (Brass, Guitar, Organ, Percussion, Piano, Woodwinds, Strings, Voice)
Nursing (Transfer)
Nutrition and Dietetics
Occupational Therapy
Office Administration
Paralegal Studies
Philosophy
Physical Therapy
Physics and Astronomy
Political Science
Polymer Science
Psychology
Pre-Dentistry
Pre-Law
Pre-Medicine
Pre-Optometry
Pre-Pharmacy
Pre-Veterinary Science
Public Administration
Radio, T.V., and Film
Recreation
Religious Studies
Social and Rehabilitative Services
Social Science
Social Work
Sociology
Southern Studies
Speech Communication
Speech Pathology/Audiology
Theatre
Transportation
Urban Studies
Wildlife and Fisheries
Zoology

*First Year Only

GENERAL PROGRAM OF STUDY

English *	12 SH
College Algebra (MAT 1313) or higher	3 SH
Laboratory Science * *	6 SH
History	6 SH
Fine Arts * * *	3 SH
Physical Education, Military Science or Marching Band	2 SH
Electives * * * *	32 SH
	64 SH

* English Composition I and II or honors equivalent (ENG 1113, 1123 or 1213, 1223) AND six semester hours of literature. ENG 1103 or 1203 will not satisfy this requirement.

* * Any AGR, BIO, CHE, GLY, or PHY courses which include the equivalent of a minimum of two semester hours (four contact hours) of laboratory experience. Some four-year colleges and universities require eight (8) semester hours..

* * * As approved by academic program advisor or counselor. Acceptable courses include those in ART, MUA, MUS, and SPT (SPT 1213 or higher numbered theatre courses). Some four-year colleges or universities will not accept applied courses in art and music as meeting the fine arts requirement.

* * * * Notes:

(1) Electives may be chosen from any of the following academic areas:

(ACC) Accounting
(HPR) Health, P.E. and Recreation

(AGR) Agriculture
(ART) Art
(BIO) Biology
(BAD) Business Administration
(CHE) Chemistry
(COM) Communication
(CSC) Computer Science
(COE) Cooperative Education
(CRJ) Criminal Justice
(ECO) Economics
(EDU) Education
(EGR) Engineering
(ENG) English
(GEO) Geography
(GLY) Geology
(GRA) Graphics
(HIS) History
(HEC) Home Economics
(HUM) Humanities
(IED) Industrial Education
(JOU) Journalism
(MAT) Mathematics
(MSC) Military Science
(MFL) Modern Language
(MUA,MUO,MUS) Music
(PHI) Philosophy and Bible
(PHY) Physics
(PSC) Political Science
(PSY,EPY) Psychology
(REA) Reading
(SOC) Sociology
(SPT) Speech and Theatre

(2) Technical courses may be used as electives if approved by the academic program adviser or counselor.

CRIMINAL JUSTICE

The Criminal Justice program of study leads to the AAS degree and prepares the student to fill a position in a municipal, state, or federal law enforcement agency. An alternate sophomore year prepares the student to work in various areas of industrial security.

FRESHMAN

CRJ	1313	Introduction to Criminal Justice	3 SH
CRJ	2323	Criminal Law	3 SH
CRJ	2333	Criminal Investigation	3 SH
CRJ	2413	Law of Evidence	3 SH
ENG	1113	English Composition I	3 SH
ENG	1123	English Composition II	3 SH
		PE, Military Science or March Band	2 SH
PSC	1113	American National Government	3 SH
PSC	1123	American State and Local Government	3 SH
SOC	2113	Introduction to Sociology	3 SH
SOC	2133	Social Problems	3 SH
			32 SH

SOPHOMORE
Officer Training

PSY	1513	General Psychology I	3 SH
PSY	1523	General Psychology II	3 SH
SPT	1113	Oral Communications	3 SH
*		Math or Science	3 SH
HPR	2213	First Aid	3 SH
* *		Electives	6 SH

12 semester hours chosen from the following courses:

CRJ	1323	Police Administration and Organization	3 SH
CRJ	1363	Corrections	3 SH
CRJ	1383	Criminology	3 SH
CRJ	2313	Police Operations	3 SH
CRJ	2393	Criminalistics	3 SH
CRJ	2513	Law Enforcement and the Juvenile	3 SH
			33 SH

SOPHOMORE
Industrial Security

BAD	2413	Legal Environment of Business	3 SH
CRJ	1613	Loss Prevention	3 SH
CRJ	1623	Hospital Security	3 SH

CRJ	2613	Computer Security	3 SH
CRJ	2623	Assets Protection	3 SH
CSC	1113	Introduction to Computer Concepts	3 SH
HPR	2213	First Aid	3 SH
PSY	1513	General Psychology I	3 SH
PSY	1523	General Psychology II	3 SH
SPT	1113	Oral Communications	3 SH
*		Mathematics or Science	3 SH
			33 SH

* MAT 1313 (or higher) Laboratory Science
* * Selected with approval of program adviser

NURSING SCIENCE
ASSOCIATE DEGREE PROGRAM IN NURSING

Program Description: Associate Degree Nursing is a two-year program which prepares the graduate to perform as a generalist who is capable, responsible, and accountable for providing nursing care in multiple settings. Associate degree nurses function as providers of care, managers of care, and members of the discipline of nursing. The graduate is prepared to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Licensure of registered nurses is regulated by the Mississippi Board of Nursing. Conviction of a misdemeanor or felony offense may be grounds for refusal by the board to issue a license. This program is accredited by the Mississippi Board of Trustees of State Institutions of Higher Learning and the National League for Nursing.

NOTE: For selection to the Associate Degree Program In Nursing see the criteria section of this catalog.

PREREQUISITES TO NURSING SCIENCE COURSES

BIO	2511	Human Anatomy and Physiology Laboratory I	1 SH
BIO	2513	Human Anatomy and Physiology I	3 SH
BIO	2521	Human Anatomy and Physiology Laboratory II	1 SH
BIO	2523	Human Anatomy and Physiology II	3 SH
MAT	1313	College Algebra	3 SH
			11 SH

Freshman
First Semester

ENG	1113	English Composition I.	3 SH
NUR	1140	Nursing Seminar.	0 SH
NUR	1119	Nursing Science I	9 SH
PSY	1513	General Psychology I	3 SH
			15 SH

Second Semester

ENG	1123	English Composition II	3 SH
EPY	2533	Human Growth and Development	3 SH
NUR	1220	Nursing Seminar	0 SH
NUR	1229	Nursing Science II	9 SH
SOC	2113	Introduction to Sociology .	3 SH
			18 SH

Sophomore
First Semester

BIO	2921	Microbiology Lab	1 SH
BIO	2923	Microbiology	3 SH
NUR	2130	Nursing Seminar	0 SH
NUR	2139	Nursing Science III	9 SH
			13 SH

Second Semester

NUR	2241	Nursing Seminar	1 SH
NUR	2249	Nursing Science IV	9 SH
SPT	1113	Oral Communications	3 SH
			13 SH

ACADEMIC COURSE DESCRIPTIONS

ACCOUNTING

ACC 1113 Secretarial Accounting 3 SH
Fundamentals of accounting and their application to various types of business as to ownership, organization, and functions. Accounting 1113 includes the full accounting cycle for double-entry accounting. The major purpose is to provide a basic accounting knowledge for prospective office workers. (3 hr lecture)

ACC 1213 Principles of Accounting I 3 SH
Financial accounting concepts and procedures used by sole proprietorships. (3 hr lecture)

ACC 1223 Principles of Accounting II 3 SH
Financial accounting concepts and procedures for partnerships, corporations, financial analysis, and managerial accounting. (3 hr lecture)

AGRICULTURE

AGR 1111 Survey of Agriculture 1 SH
A study of the overall function, organization and operation of the agricultural industry in the United States and the world. (1 hr lecture)

AGR 1214 Animal Science 4 SH
Origin, history, characteristics, market classes, and grades of the major breeds of farm animals and poultry. (3 hr lecture, 2 hr lab)

AGR 1313 Plant Science 3 SH
Introductory course in plant life found on the farm. Special emphasis on structure of plants, plant growth, plant improvement, types of propagation, planting, cultivating, fertilizing, and harvesting. (2 hr lecture, 2 hr lab)

AGR 1413 Farm Machinery 3 SH
Proper care, principles of operation, adjustments, and repair of the different types of farm machinery; the proper selection of farm machinery; the selection and use of machines for the various soil types. (2 hr lecture, 2 hr lab)

AGR 1521 Forest Resources Survey 1 SH
A survey of the professional resource manager's role and career opportunities in providing forest-based goods and services. (1 hr lecture)

AGR 1812 Western Equitation 2 SH
Principles of horsemanship, management, and training of western pleasure horses. (2 hr lecture)

AGR 2223 Feeds and Feeding 3 SH
Digestion and assimilation of the nutrients fed to the various kinds of farm livestock, balance methods of a ration, and recommendation for preparing and feeding livestock the year round. (2 hr lecture, 2 hr lab)

AGR 2253 Livestock Judging 3 SH
Scoring of individual and judging of represented groups of livestock from the standpoint of the breeder and the market. (1 hr lecture, 4 hr lab)

AGR 2314 Basic Soils 4 SH
Study of the foundation of soils, analysis of soils, correction of soil problems, the study of composition and application of fertilizers. (3 hr lecture, 2 hr lab)

AGR 2333 Soil Management and Conservation 3 SH
A study of soil management and conservation in relation to the needs of Mississippi agriculture. (3 hr lecture)

AGR 2343 Forest Measurements 3 SH
Principles of measurement of standing and felled trees. Inventory and sampling theory for forested lands. (3 hr lecture)

AGR 2713 Principles of Agriculture Economics 3 SH
General course in the basic principles of economics and their application to agriculture. Special emphasis on economic problems of agriculture. American economic development, production and business organization; the law of diminishing returns, some principles of trade and production, farm organization, exchange value and the market price cost of production, price level movement, and the farm problem and the government. (3 hr lecture)

ART

ART 1113 **Art Appreciation** **3 SH**
(Understanding the Visual Arts)
A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, paintings, graphics, minor and industrial arts) on a conceptual basis. (3 hr lecture)

ART 1143 **Honors Art Appreciation** **3 SH**
A critical approach to the understanding of the artist and his media, psychology, design elements and principles, and historical content with emphasis on gallery and museum trips, hands-on experiences and research papers. (3 hr lecture)

ART 1213 **Introductory Art** **3 SH**
(Art Survey)
A course designed to familiarize the student with the fundamental elements of design, drawing, and painting and to develop a useful and meaningful vocabulary. A study of the work of prominent artists. Creative work in several different media and approaches. (3 hr directed lab)

ART 1243 **Inventive Crafts** **3 SH**
A survey of art-craft ideas and production methods. Emphasis on creative invention. (3 hr lecture)

ART 1313 **Drawing I** **3 SH**
Study of basic principles of drawing methods and techniques with emphasis on line, perspective, light and shadow. Perceptual and manipulative exercises using basic drawing materials and techniques. (6 hr lecture studio)

ART 1323 **Drawing II** **3 SH**
(Prerequisite: ART 1313) Drawing with selected media with emphasis on composition in studies using a variety of subjects. (6 hr lecture studio)

ART 1413 **Design I** **3 SH**
Emphasis on principles, elements and materials in visual design. Introduction to theory and terms. Use of composition and color theory. (6 hr lecture studio)

ART 1423 **Design II** **3 SH**
(Prerequisite: ART 1413) Continuation of basic principles and elements of design. Study of methods and techniques in contemporary design. (6 hr lecture studio)

ART 1811 **Exhibition Class I** **1 SH**
(Prerequisite: Permission of the instructor) An introduction to gallery management. Experience in scheduling exhibitions, hanging shows, designing brochures, and planning receptions. (1/2 hr lecture, 1 1/2 hr lab)

ART 1821 **Exhibition Class II** **1 SH**
(Prerequisite: Exhibition Class I and permission of the instructor.) A continuation in the study of gallery management. Further experience in scheduling exhibitions, hanging shows, designing brochures, and planning receptions. (1/2 hr lecture, 1 1/2 hr lab)

ART 1913 **Art for Elementary Teachers** **3 SH**
Designed for the needs of the elementary education student. Essentials of public school art; study of development of the children's art; experiences with major forms of two-dimensional art problems; experiences with a variety of media. (3 hr lecture)

ART 2333 **Printmaking I** **3 SH**
(Prerequisite: ART 1323) An introduction to the stencil, relief and intaglio processes in printmaking. (6 hr lecture studio)

ART 2353 **Figure Drawing I** **3 SH**
(Prerequisite: ART 1323) Drawing from the live model in various media. A study of proportion in the human figure through use of contour, gesture, and modeled drawing. (6 hr lecture studio)

ART 2363 **Figure Drawing II** **3 SH**
(Prerequisite: ART 2353) Introduction to fluid media. Emphasis on composition and draftsmanship. (6 hr lecture studio)

ART 2513 **Painting I** **3 SH**
(Prerequisite: ART 1323. 1413) Introduction to painting media, materials and techniques. (6 hr lecture studio)

ART 2523 **Painting II** **2 SH**
(Prerequisite: ART 2513) Advanced problems in different media. (6 hr lecture studio)

ART 2613 **Ceramics I** **3 SH**
Principles and methods of making pottery by hand using slab, coil, hump mold, clay sculpture and other pottery techniques with an introduction to the potter's wheel. (6 hr lecture studio)

ART 2623 **Ceramics II** **3 SH**
(Prerequisite: ART 2613) Continuation of ART 2613 with emphasis on production by use of the potter's wheel. (6 hr lecture studio)

ART 2633 **Basic Sculpture Techniques I** **3 SH**
Emphasis on modeling clay with introductions to carving and assemblage techniques. (6 hr lecture studio)

ART 2713 **Art History I** **3 SH**
Survey course. Prehistoric to Renaissance. Emphasis placed on painting, architecture, and sculpture as related to history. Open to all students. (3 hr lecture)

ART 2723 **Art History II** **3 SH**
Survey course. Renaissance to Twentieth Century. Special emphasis on modern expression in painting, sculpture and architecture. Open to all students. (3 hr lecture)

ART 2913 **Special Studio** **3 SH**
(Prerequisite: Six hours of courses in the area selected for special studio and recommendation by the art faculty) Independent study in an area of special interest. Course designed for the exceptional student. (6 hr studio)

BIOLOGY

NOTE: Each biology lecture class must be accompanied by a corresponding laboratory class unless the student has previously earned credit in the laboratory, either at Hinds or elsewhere. Any student withdrawing from either lecture or laboratory must withdraw from both at the same time except during the last week of the drop period.

BIO 1131 **General Biology Laboratory I** **1 SH**
(Co-requisite: BIO 1132) Hands-on investigations of biological chemistry, cellular structure and metabolism, and animal organ systems. (2 hr lab)

BIO 1132 **General Biology I** **2 SH**
(Co-requisite: BIO 1131) Basic principles of biological science dealing specifically with cell chemistry, structure and metabolism, and a survey of animal organ systems. (2 hr lecture)

BIO 1141 **General Biology Laboratory II** **1 SH**
(Co-requisite: BIO 1142) Hands-on investigations of Mendelian genetics, representatives of the five kingdoms, and ecology. (2 hr lab)

BIO 1142 **General Biology II** **2 SH**
(Co-requisite: BIO 1141) Basic principles of genetics, survey of structure and diversity of the five kingdoms, and ecology. (2 hr lecture)

BIO 1151 **Honors General Biology I Laboratory** **1 SH**
(Co-requisite: BIO 1153) Hands-on investigations of biological chemistry, cellular structure, metabolism and genetics. (2 hr lab)

BIO 1153 **Honors General Biology I** **3 SH**
(Co-requisite: BIO 1151) Introduction to biological science, emphasizing cellular organization and physiology, genetics, evolution and basic ecological concepts. Special projects, activities, field trips and hands-on experiences will be emphasized. (3 hr lecture)

BIO 1161 **Honors General Biology II Laboratory** **1 SH**
(Prerequisites: BIO 1151,1153; Co-requisite: BIO 1163) Hands-on investigations of animal organ systems, representative of the five kingdoms, and ecology. (2 hr lab)

BIO 1163 **Honors General Biology II** **3 SH**
(Prerequisites: BIO 1151,1153; Co-requisite: BIO 1161) Introduction to biological science, emphasizing diversity of organisms, including their comparative and ecological relationships. Special projects, activities, field trips and hands-on experience will be emphasized. (3 hr lecture)

BIO 1311 **Botany Laboratory I** **1 SH**
(Co-requisite: BIO 1313) Laboratory to accompany Botany I. Topics include the microscope, cell mitosis, plant anatomy and physiology. (2 hr lab)

BIO 1313 **Botany I** **3 SH**
An introduction to the biology of plants. Topics include the properties and phenomena exhibited by plant life: plant physiology, anatomy and morphology, and development. (3 hr lecture)

BIO 1321 **Botany Laboratory II** **1 SH**
(Co-requisite: BIO 1323) Laboratory to accompany Botany II. Topics include representative algae, fungi, bryophytes, and vascular plants. (2 hr lab)

BIO 1323 **Botany II** **3 SH**
(Co-requisite: BIO 1321) A survey of algae, fungi, bryophytes, and vascular plants including plant genetics and life cycles. (3 hr lecture)

BIO 2311 **Dendrology Laboratory** **1 SH**
(Co-requisite: BIO 2312) Laboratory and field identification of woody plants with emphasis on Mississippi trees. (3 hr lab)

BIO 2312 **Dendrology** **2 SH**
(Prerequisite: BIO 1313; Co-requisite: BIO 2311) Identification, recognition and morphological characteristics of woody plants. (2 hr lecture)

BIO 2411 **Zoology Laboratory I** **1 SH**
(Pre/Co-requisite: BIO 2413) Laboratory to accompany BIO 2413, emphasizing laboratory applications of lecture concepts: cell structure, division, and physiology; survey and dissection of invertebrates. (2 hr lab)

BIO 2413 **Zoology I** **3 SH**
(Co-requisite: BIO 2411) An introductory biology course for science-related majors emphasizing concepts of cell structure and physiology followed by a phylogenetic approach to invertebrates. (3 hr lecture)

BIO 2421 **Zoology Laboratory II** **1 SH**
(Co-requisite: BIO 2423) Laboratory to accompany BIO 2423, emphasizing laboratory applications of lecture concepts: reproduction, heredity, vertebrate survey and dissection of vertebrates, comparative study of systems, and ecology. (2 hr lab)

BIO 2423 **Zoology II** **3 SH**
(Prerequisite: BIO 2413; Co-requisite BIO 2421) Zoology II is a continuation of Zoology I with emphasis on reproduction, genetics, vertebrate classes and systems, animal behavior, and ecology. (3 hr lecture)

BIO 2511 **Human Anatomy and Physiology Lab I** **1 SH**
(Pre/Co-requisite: BIO 2513) Laboratory study of cell anatomy and physiology; anatomical studies of tissues, integumentary system, skeletal system, muscular system and nervous system. (2 hr lab)

BIO 2513 **Human Anatomy and Physiology I** **3 SH**
(Prerequisite: High school biology recommended; Co-requisite BIO 2511) Fundamental principles in the anatomy and physiology of the human body. Cell physiology skeletal, integumentary, muscular and nervous systems. (3 hr lecture)

BIO 2521 **Human Anatomy and Physiology Lab II** **1 SH**
(Pre/Co-requisite: BIO 2523) Laboratory study of the Anatomy and Physiology of sense organs, and the endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive systems. (2 hr lab)

BIO 2523 **Human Anatomy and Physiology II** **3 SH**
(Prerequisite: BIO 2513; Co-requisite: BIO 2521) Sense organs, endocrine, cardiovascular, respiratory, digestive, excretory, and reproductive systems with special emphasis on fluid and electrolyte balance. (3 hr lecture)

BIO 2921 **Microbiology Laboratory** **1 SH**
(Co-requisite: BIO 2923) Aseptic techniques of handling, growth and disposal of microbes. Standard laboratory procedures including staining techniques, isolation, counting and identification of microbes. (2 hr lab)

BIO 2923 **Microbiology** **3 SH**
(Prerequisite: BIO 1132) General basic principles of microbiology including cell structure, metabolism, nutrition, the immune response, pathogens, antibiotics, sterilization techniques, viruses, fungi, rickettsiae, bacteria, and other microscopic parasites. (3 hr lecture)

BUSINESS ADMINISTRATION

BAD 1113 **Introduction to Business** **3 SH**
This course includes an introduction to the major division of study that will be followed in succeeding business courses such as business organization, accounting, business law, and other related courses. This is an orientation course for selection of a specific major in the area of business. (3 hr lecture)

BAD 1313 **Business Mathematics** **3 SH**
Emphasis is placed on the study of the fundamental process, fractions, decimals, percentage, and problem-solving. The application of these fundamental processes is applied toward the problems of business which the student will encounter in the various commercial fields. (3 hr lecture)

BAD 2323 **Business Statistics** **3 SH**
(Prerequisite: MAT 1313) Introduction to descriptive and inferential statistics. Methods of describing and summarizing numerical data, probability, index numbers, time series, sampling distributions and hypothesis testing. (3 hr lecture)

BAD 2413 Legal Environment of Business I 3 SH
An introduction to the legal environment of the United States, emphasizing the U.S. court and legal systems, the Constitution as it relates to business, and the common law subjects of torts and contracts. (3 hr lecture)

BAD 2533 Microcomputer Applications 3 SH
(Pre/Co-requisite: ACC 1213) An introduction to the main microcomputer software packages used in business and to the components of an information system to include spreadsheets, data-base management word processing, computerized accounting, data entry and retrieval, records management, and electronic communication. (3 hr lecture)

CHEMISTRY

Any chemistry lecture course having a concurrent lab course must be accompanied by that lab course unless the student's program of study does not require the lab. If the student has earned previous credit in either the lecture or the lab, the co-requisite requirement is waived. Anyone withdrawing from either lecture or laboratory must withdraw from both except during the last week of the drop period. (During summer sessions, withdrawal from either lecture or laboratory is permitted during the last two days of the drop period.)

CHE 1211 General Chemistry Laboratory i 1 SH
(Co-requisite: CHE 1213) Selected laboratory procedures to illustrate the principles taught in lecture. Separation techniques, physical and chemical properties, types of reactions, stoichiometry, synthesis, thermochemistry, and gas laws. (3 hr lab)

CHE 1213 General Chemistry I 3 SH
(Prerequisite: Two units of high school algebra or credit or registration in MAT 1313 or its equivalent; one unit of high school chemistry or credit in CHE 1313; Co-requisite: CHE 1211) Fundamental principles of inorganic chemistry which assumes some prior knowledge of these principles. Special attention is given to problem solving by dimensional analysis, atomic structure, stoichiometry, chemical equations, bonding, thermochemistry, and the physical properties of gases. Primarily for physical science, engineering, pre-medical, pre-veterinary, pre-pharmacy, pre-dental, pre-medical technology, and biology majors. (3 hr lecture)

CHE 1221 General Chemistry Laboratory ii 1 SH
(Prerequisite: CHE 1211; Co-requisite: CHE 1223) Selected laboratory procedures to illustrate the principles taught in lecture: spectrophotometry, equilibrium, quantitative analysis using acid-base and Redox titrations, solubility product, and kinetics. (3 hr lab)

CHE 1223 General Chemistry II 3 SH
(Prerequisite: CHE 1213; Co-requisite: CHE 1221) Topics include solution chemistry, solid and liquid states, acid-base chemistry, redox reactions, equilibrium, thermodynamics, kinetics, and electrochemistry. (3 hr lecture)

CHE 1311 Principles of Chemistry Laboratory I 1 SH
(Co-requisite: CHE 1313) Selected procedures to illustrate the principles taught in lecture. (3 hr lab)

CHE 1313 Principles of Chemistry i 3 SH
(Prerequisite: MAT 1203 or its equivalent; Co-requisite: CHE 1311) An introduction course in inorganic chemistry. Serves as a prerequisite course for CHE 1213, 1323, and 1413. Primarily for nursing, allied health, forestry, and wildlife management majors. Also serves as a lab science elective for liberal arts majors. (3 hr lecture)

CHE 1321 Principles of Chemistry Laboratory ii 1 SH
(Prerequisite: CHE 1311; Co-requisite: CHE 1323) Selected procedures to illustrate the principles taught in lecture (3 hr lab)

CHE 1323 Principles of Chemistry II 3 SH
(Prerequisite: CHE 1313; Co-requisite: CHE 1321) Study of chemical concepts relating to the environment, agricultural science, consumer materials, and a brief introduction to the general properties of organic compounds. Primarily for students majoring in agriculture, home economics, forestry, soil science and for students fulfilling their general science education requirements. (3 hr lecture)

CHE 1411 Introductory Organic and Biochemistry Laboratory 1 SH
(Co-requisite: CHE 1413) Selected laboratory procedures to illustrate the principles taught in lecture. Emphasis is placed on separation techniques and properties of functional groups. (3 hr lab)

CHE 1413 introductory Organic and Biochemistry 3 SH
(Prerequisite: CHE 1213 or 1313; Co-requisite: CHE 1411) An introductory course in organic and biochemistry emphasizing the classification, structural features, nomenclature, sources, reactions, and uses of organic and biological compounds. Primarily for students majoring in nursing, physical therapy, respiratory therapy, dental hygiene, and occupational therapy. (3 hr lecture)

CHE 2421 Organic Chemistry Laboratory I 1 SH
(Co-requisite: CHE 2423) Experiments include separation and purification techniques, reactions and properties of aliphatic compounds, natural product isolation, and spectroscopic analysis. (3 hr lab)

CHE 2422 Organic Chemistry Laboratory I 2 SH
(Co-requisite: CHE 2423) This laboratory course illustrates the principles taught in lecture. Experiments include separation and purification techniques, reactions and properties of aliphatic compounds, natural product isolation, and spectroscopic analysis. (6 hr lab)

CHE 2423 Organic Chemistry I 3 SH
(Prerequisite: CHE 1221-1223; Co-requisite: CHE 2421 or 2422) A systematic study of aliphatic compounds: nomenclature, reaction mechanisms, syntheses, and spectroscopic analysis. (3 hr lecture)

CHE 2431 Organic Chemistry Laboratory II 1 SH
(Co-requisite: CHE 2433) This course involves experiments with the classes of organic compounds covered in the lecture course. (3 hr lab)

CHE 2432 Organic Chemistry Laboratory II 2 SH
(Co-requisite: CHE 2433) This course involves experiments with the classes of organic compounds covered in the lecture courses. Special emphasis is placed on qualitative analysis. (6 hr lab)

CHE 2433 Organic Chemistry II 3 SH
(Prerequisite: CHE 2423; Co-requisite: CHE 2431 or 2432) This course includes nomenclature, syntheses, mechanisms, and reactions of aromatic compounds, alcohols, ethers, amines, and carbonyl compounds. (3 hr lecture)

COMPUTER SCIENCE

CSC 1113 Introduction to Computer Concepts 3 SH
A survey course which introduces concepts, terminonogy, and theory of operation of modern computers. Includes operating systems, application programs, and computer languages. Concepts are demonstrated and supplemented by hands-on microcomputer use by the student. (3 hr lecture)

CSC 1123 Microcomputer Applications 3 SH
This course is designed to teach an introduction to computer concepts that includes operating systems, word-processing, electronic spreadsheet, database management and graphics applications.(2 hr lecture, 2 hr lab)

CSC 1213 Computer Programming Language - BASIC 3 SH
Fundamentals of BASIC programming. Program statements, algorithms, and routines common to a wide variety of BASIC language variations. (3 hr lecture)

CSC 1313 Computer Programming Language - FORTRAN 3 SH
(Prerequisite: MAT 1313; Co-requisite: MAT 1323 or permission of the instructor) An introductory programming course designed primarily for mathematics, engineering, and science majors. It may also be used as an elective or required programming course for computer science majors. Emphasis is on the syntax and structure of the FORTRAN language and its application to problems in mathematics, engineering, and the sciences. (3 hr lecture)

CSC 1613 Computer Programming Language - PASCAL I 3 SH
(Prerequisite: MAT 1313, CSC 1113 or 1213) Problem solving methods, algorithm development, program design, debugging, documentation, looping, scope rules, simple data structures, and applications in the PASCAL language. (3 hr lecture)

CSC 2133 Advanced Computer Programming Language - "C" 3 SH
(Prerequisite: Previous programming experience) An introduction to the C Programming language. Includes input/output statements, arithmetic statements, conditional statements, looping, functions and array processing. (3 hr lecture)

CSC 2413 Computer Programming Language - COBOL 3 SH
Input/output processsing, arithmetic statements, report generating, looping, conditional statements, control break, and table processsing. (3 hr lecture)

CSC 2543 Advanced Computer Programming 3 SH
An introduction to computer architecture, hardware, software, and programming in an assembly language. (3 hr lecture)

CSC 2623 Computer Programming - PASCAL II 3 SH
(Prerequisite: CSC 1613) Continued program development; algorithm analysis, string processing, internal search/sort methods, simple data structures, dynamic data structures and their applications, debugging and testing of large programs. (3 hr lecture)

CSC 2813 **Computer Programming - RPG** **3 SH**
A course designed to introduce students to RPG programming, including program efficiency, validity, checking of data, table handling, and its application to a variety of problems. (3 hr lecture)

COOPERATIVE EDUCATION

A maximum of 12 hours total can be earned for the Co-op work experience. Variable credit (1-3 hours) will be awarded on the basis of the number of hours worked per week.

30 hours or more 3 SH
20-29 hours 2 SH
15-19 hours 1 SH
To be offered on a TBA basis

COE 1011-1013 **Cooperative Education Work Experience I** **1-3 SH**
First supervised work experience is done in a job setting related to the student's major field of study. Under the supervision of the Director of Cooperative Education and Placement and department chairperson.

COE 1021-1023 **Cooperative Education Work Experience II** **1-3 SH**
(Prerequisite: COE 1011-1013) Second supervised work experience

COE 1031-1033 **Cooperative Education Work Experience III** **1-3 SH**
(Prerequisite: COE 1021-1023) Third supervised work experience

COE 1041-1043 **Cooperative Education Work Experience IV** **1-3 SH**
(Prerequisite: COE 1031-1033) Fourth supervised work experience

COE 1050, 1060, 1070, 1080 **Cooperative Education Work Experience V - VII** **0 SH**
(Prerequisite: COE 1041-1043)

CRIMINAL JUSTICE

CRJ 1313 **Introduction to Criminal Justice** **3 SH**
History, development, and philosophy of law enforcement in democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. (3 hr lecture)

CRJ 1323 **Police Administration and Organization** **3 SH**
Principles of police organization and management as applied to law enforcement agencies; introduction to concepts of organizational behavior. (3 hr lecture)

CRJ 1363 **Introduction to Correction** **3 SH**
A study of the correctional process from conviction to institutionalization. Includes a history of punishment and prisons, a study of rehabilitation in prisons and an analysis of the rights of inmates. (3 hr lecture)

CRJ 1383 **Criminology** **3 SH**
Introduction to deviant behavior and current criminological theories with emphasis on synthesis and police applications; crime prevention and the phenomena of crime. (3 hr lecture)

CRJ 1613 **Loss Prevention** **3 SH**
A study of operation and management of loss prevention programs in business, industry, government, proprietary and governmental institutions; and employee theft control. (3 hr lecture)

CRJ 1623 **Hospital Security** **3 SH**
The function of protection in the health industry. Medical security administration including study of health care providers; trends in hospital law; security from injury, fire and loss; security methodology for safe-guarding specialty areas; the security role in mass casualty management and emergency preparedness; and patient attitudes toward security. (3 hr lecture)

CRJ 2313 **Police Operations** **3 SH**
Line activities of law enforcement agencies with emphasis on the patrol function and the prevention of crime; includes traffic, investigative, juvenile, vice, and other specialized operational units. (3 hr lecture)

CRJ 2323 **Criminal Law** **3 SH**
Basic overview of local, state, and federal laws; their development, application, and enforcement. (3 hr lecture)

CRJ 2333 **Criminal Investigation** **3 SH**
Fundamentals of criminal investigation; theory and history; crime scene to courtroom with emphasis on techniques appropriate to specific crimes. (3 hr lecture)

CRJ 2393 Criminalistics 3 SH
Physical evidence, collection, identification, preservation and transportation; crime laboratory capabilities and limitations; examination of physical evidence with resources of the investigator and demonstration of laboratory analysis. (3 hr lecture)

CRJ 2413 Administration of Criminal Justice I 3 SH
Criminal evidence for police; types of evidence; criminal procedure in various courts; arrest, search and seizure, collection of evidence, discretion, and related topics. (3 hr lecture)

CRJ 2513 Law Enforcement and the Juvenile 3 SH
The role of police in juvenile delinquency and control. Organization, functions, and jurisdiction of juvenile elective agencies. Processing, detention and disposition of cases. Statutes and court proceedings applied to juveniles. (3 hr lecture)

CRJ 2613 Computer Security 3 SH
Computer security with an emphasis in the area of confidentiality, hardware security, software security, as well as contingency and disaster planning. (3 hr lecture)

CRJ 2623 Assets Protection 3 SH
Security awareness of management and employees; vulnerability training; internal/external theft and fraud; disaster control; physical security planning; investigation; guard protection; and alcohol and drug abuse in the work place. (3 hr lecture)

CRJ 2971 Accident Investigation Seminar 1 SH
State and city statutes regarding operation of motor vehicles, determining the type of violation, procuring the physical evidence necessary for prosecution and preparation of necessary reports required in an effective accident investigation. (20 hr lecture)

CRJ 2991 Police Management and Leadership Seminar 1 SH
Principles of police organization and management as applied to law enforcement agencies. Introduction to concepts of organizational behavior. To provide the knowledge necessary to interpret and implement management theories in coping with human relationships involving the management system. (40 hr lecture)

ECONOMICS

ECO 2113 Macroeconomics 3 SH
An introduction to economic principles, policies and problems with emphasis on the level of national income, employment, prices, and economic growth. (3 hr lecture)

ECO 2123 Microeconomics 3 SH
An introduction to the laws of production and costs, to a study of output and factor price determination under various market structures, and to an analysis of international trade. (3 hr lecture)

EDUCATION

EDU 1103 Essential College Skills I 3 SH
This course is designed to aid in the development of student potentials in four fundamental areas: improving self-image and awareness, setting life goals (decision-making, value clarification, setting personal priorities), developing effective study skills and habits, and developing classroom learning skills. This course emphasizes reasoning skills, interpersonal skills, personal and social adjustment. (3 hr lecture)

EDU 1211 Self Affirmation 1 SH
Processes, activities, information to assist people to become more aware of their strengths and to improve their self concepts. (2 hr lecture)

EDU 1222 Human Development 2 SH
Topics include a variety of subjects designed to bring out the natural skills of the individual. (2 hr lecture)

EDU 1311 Orientation 1 SH
This course is designed to help freshman adjust to college life. It includes a study of personal and social adjustment. It teaches effective study habits, reading methods, use of the library, note taking, report writing and gives the student guidance in collegiate life. (1 hr lecture)

EDU 1321 Career Exploration 1 SH
To assist students in selecting a college major. Interest tests, personality inventories, and aptitude tests to help students choose careers. A variety of occupational learning experiences. (2 hr lecture)

EDU 1413 Improvement of Study 3 SH
Effective study and reading techniques. Emphasis on time management, listening, taking notes, taking tests, and developing vocabulary. (3 hr lecture)

EDU 1423 **College Study Skills** **3 SH**
An advanced course in study skills that foster insight and practice of critical reading skills and study techniques needed for efficient and effective perusal of college level courses, both graduate and undergraduate. (3 hr lecture)

EDU 1613 **Foundations in Education** **3 SH**
Survey of the history and philosophies of American education with special emphasis on current issues and problems in education. Field experience required. Opportunities provided for observation in the classroom. (3 hr lecture)

EDU 1811 **Leadership and Organization Skills I** **1 SH**
(Prerequisite: Student government senator or permission of instructor) A study of leadership styles and skills, roles and functions of officers of student organizations, parliamentary procedure, communication, conducting effective meetings, and working successfully with volunteers. (1 hr lecture)

EDU 1813 **Leadership Development I** **3 SH**
The primary purpose of this course is to identify and develop leadership skills. Major emphasis will be on developing a personal leadership philosophy, vision articulation, goal setting, decision making, time management and team building. Honors sections are available. (3 hr lecture)

EDU 1821 **Leadership and Organization Skills II** **1 SH**
(Prerequisite: EDU 1811) Continued study of EDU 1811; ice breakers; traits of members and joiner; nonverbal communication; role functions in groups; time management; stress management; role of constitution; Meyers Briggs type indicator; planning and goal setting; passing the gavel. (1 hr lecture)

EDU 1823 **Leadership Development II** **3 SH**
(Prerequisite: EDU 1813) Areas of focus in this course will be the art of empowering and delegation, initiating change, managing conflict, applying ethics to leadership and leading by serving. Honors sections are available. (3 hr lecture)

EDU 1831 **Leadership and Organization Skills III** **1 SH**
(Prerequisite: EDU 1811, 1821) Continued study of EDU 1811, 1821; participates fully in class; experiential roles chairing committees and events; lead decision making techniques; nominal group technique, consensus, force field analysis, brain storming; observe and give feedback to group on role functions in group; lead planning and goal setting groups; assist teacher with exercises; serves as officer/chairman of student government committee. (1 hr lecture)

EDU 2613 **Introduction to Secondary Education** **3 SH**
Early field experiences in the secondary school, formulation of a basic philosophy of education. Includes a minimum of 40 hours field experience in junior and/or senior high schools. (3 hr lecture)

ENGINEERING

EGR 2413 **Engineering Mechanics** **3 SH**
(Prerequisite: PHY 2414 or 2313; Pre/Co-requisite: MAT 2613) Statics. (3 hr lecture)

ENGLISH

ENG 1103 **Basic Studies in English** **3 SH**
(Prerequisite: English Placement Level 1) Will not substitute for the English requirements in any curriculum. Stresses basic communication skills writing sentences and paragraphs with a review of mechanics, sentence patterns, and correct usage. Institutional credit only. (3 hr lecture)

ENG 1113 **English Composition I** **3 SH**
(Prerequisite: English Placement Level 3) Emphasis on the basic principles of composition with special attention given to the writing of expository papers. (3 hr lecture)

ENG 1123 **English Composition II** **3 SH**
(Prerequisite: ENG 1113 or 1213) A continuation of the development of writing skills emphasized in the prerequisite course. Techniques of research documentation and synthesis of material are included. (3 hr lecture)

ENG 1203 **Fundamentals of Composition** **3 SH**
(Prerequisite: English Placement Level 2) Basic communication skills, including a general review of grammar and mechanics, with emphasis on vocabulary building, sentence structure, paragraph development, and an introduction to the five-paragraph theme. Institutional credit only. (3 hr lecture)

ENG 1213 **Honors Composition I** **3 SH**
(Prerequisite: English Placement Level 4) Substitutes for ENG 1113. Designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization of material, and precise writing. Enrollment by recommendation. (3 hr lecture)

ENG 1223 Honors Composition II 3 SH
(Prerequisite: ENG 1113 or 1213) Substitutes for ENG 1123. Builds upon the skills acquired in first semester composition. Special attention given to critical reading of selections from various literary genres, to written analysis based upon the selections, to using the library, and to documented research writing. Enrollment by recommendation. (3 hr lecture)

ENG 2223 American Literature I 3 SH
(Prerequisite: English 1123 or 1223 or equivalent) Survey of American literature from William Bradford's journal begun in 1630 through the romantic movement of the nineteenth century. Study of the great movements, philosophies, works and authors of the American heritage. (3 hr lecture)

ENG 2233 American Literature II 3 SH
(Prerequisite: English 1123 or 1223 or equivalent) Survey of American literature from the rise of realism in the nineteenth century through the works of present day American writers. Study of the great movements, philosophies, works and authors of the American heritage. (3 hr lecture)

ENG 2323 English Literature I 3 SH
(Prerequisite: English 1123 or 1223 or equivalent) English Literature I surveys the Anglo-Saxon, Medieval, Renaissance and Seventeenth Century Periods and acquaints the student with the English literary developments of these periods through a chronological study of the major authors and their writings. (3 hr lecture)

ENG 2333 English Literature II 3 SH
(Prerequisite: English 1123 or 1223 or equivalent) English Literature II surveys the Neoclassical, Romantic, Victorian and Modern periods and acquaints the student with the English literary developments of these periods through a chronological study of the major authors and their writings. (3 hr lecture)

ENG 2353 Honors English Literature I 3 SH
(Prerequisite: English 1123 or 1223 or equivalent) Substitutes for ENG 2323. Designed for students who have a special interest in English literature and who have at least a B average in Freshman Composition. A study of English literature from its beginning through the seventeenth century. An individualized course which attempts to program the study of literature to the student's major interests and skills. Enrollment by recommendation. (3 hr lecture)

ENG 2363 Honors English Literature II 3 SH
(Prerequisite: English 1123 or 1223 or equivalent) Substitutes for ENG 2333. Designed for students who have a special interest in English literature and who have a least a B average in Freshman Composition. A study of English literature from the eighteenth century until the present. An individualized course which attempts to program the study of literature to the student's major interests and skills. Enrollment by recommendation. (3 hr lecture)

ENG 2423 World Literature I 3 SH
(Prerequisite: English 1123 or 1223 or equivalent) Representative writers of the world, beginning with the Antiquities of the Orient, Greece, and Rome. Additional periods are the Middle Ages, and the Renaissance. Activities are cross-cultural and cross-curricular. (3 hr lecture)

ENG 2433 World Literature II 3 SH
(Prerequisite: English 1123 or 1223 or equivalent) Representative writers of the world from the Enlightenment to the present, including representatives of Neoclassicism, Romanticism, Realism and Naturalism, and Modernism. Activities are cross-cultural and cross-curricular. (3 hr lecture)

ENG 2453 Honors World Literature I 3 SH
(Prerequisite: English 1123 or 1223 or equivalent; B average or above in English Composition; enrollment by recommendation) Substitutes for ENG 2423. Designed and individualized for students according to their major interests and skills. Representative writers of the world, beginning with the Antiquities of the Orient, Greece, and Rome. Additional periods are the Middle Ages and the Renaissance. Activities are cross-cultural and cross-curricular. (3 hr lecture)

ENG 2463 Honors World Literature II 3 SH
(Prerequisite: English 1123 or 1223 or equivalent; B average or above in English Composition; enrollment by recommendation) Substitutes for ENG 2433. Designed and individualized for students according to their major interests and skills. Representative writers of the world from the Enlightenment to the present including representatives of Neoclassicism, Romanticism, Realism and Naturalism, and Modernism. Activities are cross-cultural and cross-curricular. (3 hr lecture)

ENG 2913 Occupational Writing 3 SH
(Prerequisite: Six semester hours in Freshman Composition or consent of instructor) Assesses the student's career goals and current on-the-job writing efficiency. May cover wide range of types of writing such as minutes of business meetings, instruction manuals, brochures, book reviews, observation/experience/research articles, and articles for local, regional and national periodicals. (3 hr lecture)

ENG 2923 **Professional Writing** **3 SH**
(Prerequisite: Six semester hours in Freshman Composition or consent of the instructor) Designed for students interested in writing as a marketable skill and in writing as a profession. Special emphasis given to meeting specific publishing requirements. Major focus on individual direction in creative writing, such as novels, short stories, poems, plays, television scripts, and magazine articles. (3 hr lecture)

GEOGRAPHY

GEO 1113 **World Geography** **3 SH**
An introduction to basic geographic concepts and areas of interest. Topics of study include: maps; landforms; weather and climate; natural resources; demographic concepts and trends; language and religion; and political, economic, and urban geography. Spatial relationships and the human environmental impact are stressed. (3 hr lecture)

GEOLOGY

GLY 1111 **Physical Geology Laboratory** **1 SH**
Laboratory course which may accompany GLY 1113. Study of the common rocks and minerals and topographic maps and geologic maps. Required for geology majors. (2 hr lab)

GLY 1113 **Physical Geology** **3 SH**
Study of the earth, its materials and forces acting upon them, and the landforms and their development. (3 hr lecture)

GLY 1121 **Historical Geology Laboratory** **1 SH**
(Prerequisite: GLY 1111) Laboratory course which may accompany GLY 1123. Study of fossils and of geologic maps. Required of geology majors. (2 hr lab)

GLY 1123 **Historical Geology** **3 SH**
Study of the earth, its history and development and its life as revealed by the character and fossil content of rock. (3 hr lecture)

GRAPHICS

GRA 1143 **Graphic Communications** **3 SH**
Theory and practice in engineering drawing to enable the student to visualize and produce acceptable freehand and mechanical drawings as required in the course of study. Introduction to CAD.* (6 hr lab)
* For Engineering Students

HEALTH, PHYSICAL EDUCATION, RECREATION

HPR 1111 **General P.E. Activities I** **1 SH**
This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)

HPR 1121 **General P.E. Activities II** **1 SH**
This course is designed to give students a modern concept of physical education and recreation by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)

HPR 1213 **Personal and Community Health I** **3 SH**
Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. (3 hr lecture)

HPR 1223 **Personal and Community Health II** **3 SH**
A continuation of HPR 1213. (3 hr lecture)

HPR 1231 **Aspects of Drug Use I** **1 SH**
A survey course dealing with the historical background of drugs. Analysis of the various categories of drugs. (1 hr lecture)

HPR 1241 **Aspects of Drug Use II** **1 SH**
(Prerequisite: HPR 1231) A continuation of HPR 1231. (1 hr lecture)

HPR 1313 Introduction to Health, Physical Education and Recreation 3 SH
Introduction to the objectives, literature, and organizations of the professions. Analysis of successful teaching with discussion of the responsibilities and opportunities of professional personnel. Orientation of students to opportunities in the field. (3 hr lecture)

HPR 1531 Individual and Dual Sports I 1 SH
Lecture and practice in tennis.

HPR 1551 Law Enforcement Fitness I 1 SH
Rules and regulation of competitive sports, latest techniques of body exercises and efficient use of modern firearms utilized by law enforcement agencies. Off campus course open only to police science majors. (34 hr lecture and lab per semester)

HPR 1561 Law Enforcement Fitness II 1 SH
Rules and regulation of competitive sports, latest techniques of body exercises and efficient use of modern firearms utilized by law enforcement agencies. Off campus course open only to police science majors. (34 hr lecture and lab per semester)

HPR 1571 Dance I 1 SH
Elementary dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control. (5 hr lab)

HPR 1581 Dance II 1 SH
Elementary dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control. (5 hr lab)

HPR 1613 Physical Education In Elementary School I 3 SH
This is a study of the growth and development of children including their interests and tendencies. Educational and physical education philosophy and objectives are stressed, as well as methods of teaching. Emphasis is placed on conceptual approach based on mechanical laws and related concepts which results in a program of physical education presented in sequential progressive problem solving situations. Theory and laboratory. (3 hr lecture)

HPR 2111 General P.E. Activities III 1 SH
This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)

HPR 2121 General P.E. Activities IV 1 SH
This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)

HPR 2213 First Aid 3 SH
Instruction and practice in methods prescribed in the American Red Cross standard First Aid. (3 hr lecture)

HPR 2221 Water Safety and Lifesaving 1 SH
(Prerequisite: Qualified swimmer) American Red Cross Advanced Lifesaving course with emphasis toward certifying lifeguards for swimming areas. (2 hr lab)

HPR 2323 Recreation Leadership 3 SH
Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. (3 hr lecture)

HPR 2423 Football Theory 3 SH
(Prerequisite: Practice with intercollegiate football squad) Theoretical study of football, offensive, defensive including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play. (3 hr lecture)

HPR 2433 Basketball Theory 3 SH
(Prerequisite: Practice with intercollegiate basketball squad) Theoretical study of basketball, offensive and defensive, including the study and teaching of fundamentals and team organization. (3 hr lecture)

HPR 2443 Athletic Training and Treatment of Injuries 3 SH
Practical study of safety and first aid, taping, bandaging, and use of heat, light and water in the treatment and prevention of injuries; conditioning athletes as to diet, rest, work and proper method of procedures in training for sports. (3 hr lecture)

HPR 2483 **Track Theory** **3 SH**
Theory and techniques of coaching track with emphasis on psychology and philosophy of coaching. Teaching of fundamentals of each event stressed. The student is required to help conduct track meets. (3 hr lecture)

HPR 2541 **Individual and Dual Sports II** **1 SH**
Lecture and practice in tennis.

HPR 2571 **Dance III** **1 SH**
Advanced dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control.

HPR 2581 **Dance IV** **1 SH**
Advanced dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control.

HISTORY

HIS 1113 **Western Civilization I** **3 SH**
A survey of the history of civilization in the early Western World to about 1600 A.D., including Ancient Near and Middle Eastern civilizations, Ancient Greece, Rome, the Middle Ages, and the Renaissance and Reformation. (3 hr lecture)

HIS 1123 **Western Civilization II** **3 SH**
A survey of the history of civilization in the modern Western World since about 1600 A.D., including the Age of Discovery, the Age of Absolutism, the Age of Revolution, the Nineteenth Century, the Era of the World Wars, and the Postwar World. (3 hr lecture)

HIS 1143 **Honors Western Civilization I** **3 SH**
Substitutes for HIS 1113. A survey of the history of civilization in the early Western World to about 1600 A.D., including Ancient Near and Middle Eastern civilizations, Ancient Greece, Rome, the Middle Ages, and the Renaissance and Reformation. Special projects, activities, and recitation opportunities provided.

HIS 1153 **Honors Western Civilization II** **3 SH**
Substitutes for HIS 1123. A survey of the history of civilization in the modern Western World since about 1600 A.D., including the Age of Discovery, the Age of Absolutism, the Age of Revolution, the Nineteenth Century, the Era of the World Wars, and the Postwar World. Special projects, activities and recitation opportunities provided.

HIS 2213 **American (US) History I** **3 SH**
A survey of American history from the age of discovery and colonization through the Civil War and Reconstruction, or until 1877. (3 hr lecture)

HIS 2223 **American (US) History II** **3 SH**
A survey of the history of the United States since the Civil War and Reconstruction, or since 1877 to the present. (3 hr lecture)

HIS 2243 **Honors American (US) History I** **3 SH**
Substitutes for HIS 2213. A general survey of American history from the age of discovery and colonization through the Civil War and Reconstruction, or until 1877. Special projects, activities, and recitation opportunities provided.

HIS 2253 **Honors American (US) History II** **3 SH**
Substitutes for HIS 2223. A survey of the history of the United States since the Civil War and Reconstruction, or since 1877 to the present. Special projects, activities, and recitation opportunities provided.

HOME ECONOMICS

HEC 1112 **Social Usage** **2 SH**
The essentials of good manners and accepted standards of social usage. (2 hr lecture)

HEC 1241 **Survey Course in Nutrition (Non-Majors)** **1 SH**
The study of nutrition concepts relating to health and human wellness. (1 hr lecture)

HEC 1253 **Nutrition** **3 SH**
Food and eating habits in relation to adequate nutrition. Application of nutrition to the life cycle. Digestion, metabolism and body functions. (3 hr lecture)

HEC 1263 **Maternal, Infant, and Child Nutrition** **3 SH**
A study of nutritional requirements during reproduction and growth, problems in nourishing women during the reproductive period, infants, and children through adolescent. The student identifies care specific to indices in growth due to either poor eating habits or nutritional deficiencies. (3 hr lecture)

HEC 2813 **Marriage and Family Living** **3 SH**
Designed to give a better understanding of the factors that contribute to success and happiness in marriage and family relationships. Readings to supplement the text. Open to men and women. (3 hr lecture)

HUMANITIES

HUM 1911 **Honors Forum I** **1 SH**
Interdisciplinary studies of selected issues confronting the individual and society. Discussion led by outstanding scholars, faculty and/or students. (1 hr lecture)

HUM 1921 **Honors Forum II** **1 SH**
Interdisciplinary studies of selected issues confronting the individual and society. Discussion led by outstanding scholars, faculty and/or students. (1 hr lecture)

HUM 2911 **Honors Forum III** **1 SH**
Interdisciplinary studies of selected issues confronting the individual and society. Discussion led by outstanding scholars, faculty and/or students. (1 hr lecture)

HUM 2921 **Honors Forum IV** **1 SH**
Interdisciplinary studies of selected issues confronting the individual and society. Discussion led by outstanding scholars, faculty and/or students. (1 hr lecture)

INDUSTRIAL EDUCATION

IED 1213 **Woodworking** **3 SH**
A course designed to develop skills, knowledge and appreciation in the care and use of woodworking tools, materials, processes and products. Principles of construction by hand tools and machines processes are studied. (3 hr lecture)

IED 1813 **Basic Electricity and Electronics** **3 SH**
This course is designed to offer instruction in the fundamental theory of both alternating and direct currents. It includes such studies as electrical laws and interpretations. It also includes wiring diagrams for practically all types of appliances and the study of the electrical code and its application. (3 hr lecture)

JOURNALISM

JOU 1111 **College Publications I** **1 SH**
Participation in the production of the college newspaper or yearbook.

JOU 1121 **College Publications II** **1 SH**
Participation in the production of the college newspaper or yearbook.

JOU 1323 **Principles of Journalism II** **3 SH**
Preparation of advertising copy and layouts for newspapers, agencies, and retail advertising. Types of layouts; copy writing and proofreading, with emphasis on proof marks. (3 hr lecture)

JOU 2513 **Beginning Photography** **3 SH**
An introduction to the theory and history of photography. A study of the theory and practice of creating photographic visual images with small, medium, and large format cameras. (3 hr lecture)

JOU 2523 **Advanced Photography** **3 SH**
(Prerequisite: Beginning Photography or permission of the instructor) Advanced camera and dark room techniques. Emphasis is placed on the composition and use of photography. Color film processing.
(2 hr lecture, 2 hr lab)

MATHEMATICS

Students who plan to major in mathematics and other students for whom algebra and trigonometry may be deficiency courses are advised to take the proficiency test(s) in algebra and/or trigonometry to determine whether they can begin their college mathematics with the Calculus sequence. Information concerning the administration of the proficiency test may be obtained from the Counseling Office or the Mathematics Department.

MAT 1103 Basic Mathematics 3 SH
(Prerequisite: Math Placement Level 1) Institutional credit only. Review of fundamental arithmetic operations, integers, fractions, decimals, exponents. Will not substitute for the mathematics requirements in any program of study. Designed for students whose arithmetic skills are deficient. (3 hr lecture)

MAT 1203 Elementary Algebra 3 SH
(Prerequisite: Math Placement Level 2) Signed numbers, polynomials, factoring, first degree equations in one variable, rational expressions. Will not substitute for the mathematics requirements in any program of study. Institutional credit only. (3 hr lecture)

MAT 1233 Intermediate Algebra 3 SH
(Prerequisite: Math Placement Level 3) Linear equations and inequalities, exponents and polynomials, rational expressions, rational exponents and radicals; graphs of linear equations and systems of equations. Will not substitute for the mathematics requirements in any program of study at Hinds Community College. (3 hr lecture)

MAT 1313 College Algebra 3 SH
(Prerequisite: Math Placement Level 4) Real and complex numbers; equations and inequalities in one variable; systems of equations and inequalities in two or more variables, relations; functions and graphs; theory of equations and other selected topics. (3 hr lecture)

MAT 1323 Trigonometry 3 SH
(Prerequisite: Math Placement Level 4) Trigonometric functions; functions of the composite angle; trigonometric equations; logarithms; radian measure; solution of right triangles; solution of oblique triangles; inverse trigonometric functions; complex numbers. (3 hr lecture)

MAT 1333 Finite Mathematics 3 SH
(Prerequisite: MAT 1313) Applications of college algebra and calculus to problems involving business decision-making. The topics included in this course are: cost-output, break-even, supply and demand, linear programming, maxima and minima, producers and consumers' surplus, and mathematics of finance. (3 hr lecture)

MAT 1443 Mathematics for Teachers I 3 SH
(Prerequisite: Math Placement Level 3 and sophomore standing) Structure and development of the number systems. Intended for elementary and special education majors and for secondary education majors exclusive of those planning to teach secondary mathematics or science. (3 hr lecture)

MAT 1453 Mathematics for Teachers II 3 SH
(Prerequisite: MAT 1443) A continuation of Mathematics for Teachers I. Probability, statistics, geometry, and measurement. (3 hr lecture)

MAT 1513 Calculus for Business 3 SH
(Prerequisite: MAT 1313) Differential and integral calculus with applications to business and life sciences. (3 hr lecture)

MAT 1613 Calculus I 3 SH
(Prerequisite: Credit for MAT 1313 and 1323 or the equivalent) First in a series of four integrated courses in analytic geometry and calculus. The coordinate systems; basic theorems of analytics; functions; limits; the derivative, differentiation of algebraic and trigonometric functions; applications of derivatives. (3 hr lecture)

MAT 1623 Calculus II 3 SH
(Prerequisite: MAT 1613) Anti-derivatives; the definite integral; applications of definite integrals; transcendental functions; techniques of integration. (3 hr lecture)

MAT 1651 Honors Calculus I Computer Lab 1 SH
(Co-requisite: MAT 1653) Investigation of the techniques in Calculus I through the use of a computer. (1 hr lab)

MAT 1653 Honors Calculus I 3 SH
(Prerequisites: MAT 1313 and 1323 or the equivalent; Co-requisite MAT 1651) The coordinate systems; basic theorems of analytics; functions; limits; the derivative; differentiation of algebraic and trigonometric functions; applications of derivatives. (3 hr lecture)

MAT 1661 Honors Calculus II Computer Lab 1 SH
(Prerequisites: MAT 1613 or 1653; Co-requisite MAT 1663) Investigation of the techniques in Calculus II through the use of a computer. (1 hr lab)

MAT 1663 Honors Calculus II 3 SH
(Prerequisites: MAT 1613 or 1653; Co-requisite MAT 1661) Antiderivatives; the definite integral; applications of definite integrals, transcendental functions; techniques of integration. (3 hr lecture)

MAT 1753 Quantitative Reasoning 3 SH
(Prerequisite: Math Placement Level 4) Statistical reasoning, logical statement and arguments, geometry, estimation and approximation, basic concepts of algebra, functions and graphs. (3 hr lecture)

MAT 1815 **Calculus I*** **5 SH**
(Prerequisites: MAT 1313, 1323) This course includes coordinate systems, basic theorems of analytical geometry, functions, limits, continuity, the derivative, the integral, differentiation and integration of algebraic functions, polynomial curves, applications of the derivative, the differential, trigonometric functions, inverse trigonometric functions, and transcendental functions. (5 hr lecture)

MAT 2113 **Introduction to Linear Algebra** **3 SH**
(Prerequisite: MAT 1623) Vector spaces; matrices; linear transformations; systems of linear equations; determinants; characteristic values and characteristic vectors. (3 hr lecture)

MAT 2413 **Mathematics and Microcomputer** **3 SH**
(Prerequisite: MAT 1623) An introduction to the use of microcomputer software programs to solve selected problems from College Algebra, Trigonometry, Calculus I-IV, Linear Algebra, and Differential Equations. (3 hr lecture)

MAT 2613 **Calculus III** **3 SH**
(Prerequisite: MAT 1623) Indeterminate forms; improper integrals; numerical methods; approximations; infinite series; conic sections; and polar coordinates. (3 hr lecture)

MAT 2623 **Calculus IV** **3 SH**
(Prerequisite: MAT 2613) Parametric equations; vectors in the plane; solid analytic geometry; vector functions; functions of two or more variables; multiple integrals. (3 hr lecture)

MAT 2913 **Differential Equations** **3 SH**
(Prerequisite: Credit for or registration in MAT 2623) Differential equations of the first order and first degree; applications; linear differential equations of higher order; numerical methods; differential equations of the first order and not of the first degree; solutions in series; systems of partial differential equations; partial differential equations of the first order; the Laplace transformation. (3 hr lecture)

* Utica Campus Only

MILITARY SCIENCE

MSC 1111 **Fundamentals of Leadership and Management I** **1 SH**
An introduction to the U.S. Army and the Reserve Officers' Training Corps. (1 hr lecture, 1 hr lab)

MSC 1121 **Fundamentals of Leadership and Management II** **1 SH**
A study of military first aid tasks and procedures. (1 hr lecture, 1 hr lab)

MSC 2112 **Applied Leadership and Management I** **2 SH**
A study of nuclear, biological and chemical weapons, tactical operations, and leadership. (2 hr lecture, 1 hr lab)

MSC 2122 **Applied Leadership and Management II** **2 SH**
An introductory study of land navigation and Army training management. (2 hr lecture, 1 hr lab)

MODERN LANGUAGE

NOTE: For the student who plans to graduate from a four-year school that requires language for graduation, all required hours taken must be in the same language.
The four-year colleges will not allow credit for the first semester of the elementary course of any foreign language until the student has taken and passed the second semester for the same language.

MFL 1113 **Elementary French I** **3 SH**
For beginning students and those with not more than one year of high school French. Pronunciation, grammar, conversation, reading, and composition. (3 hr lecture)

MFL 1123 **Elementary French II** **3 SH**
(Prerequisite: MFL 1113 or equivalent) Continuation of MFL 1113 with emphasis on the development of oral skills (3 hr lecture)

MFL 1213 **Elementary Spanish I** **3 SH**
For beginning students and those with not more than one year of high school Spanish. Basic Spanish grammar, pronunciation, vocabulary, conversation, reading and composition. (3 hr lecture)

MFL 1223 **Elementary Spanish II** **3 SH**
(Prerequisite: MFL 1213 or equivalent) Continuation of MFL 1213 with emphasis on reading, writing, and oral activities. 3 hr lecture)

MFL 1313 **Elementary German I** **3 SH**
For beginning students and those with no more than one year of high school German. Fundamentals of grammar, conversation, and reading. Emphasis on syntax and on vocabulary and pronunciation with practice in listening and speaking. (3 hr lecture)

MFL 2113 **Intermediate French I** **3 SH**
(Prerequisite: MFL 1123 or two units of high school French) Review of French grammar with readings and exercises designed to increase the student's vocabulary, contribute to mastery of idiomatic construction, and introduce French literature. (3 hr lecture)

MFL 2123 **Intermediate French II** **3 SH**
(Prerequisite: MFL 2113 or equivalent) Continuation of MFL 2113 with advanced activities in reading, writing, and speaking the language. (3 hr lecture)

MFL 2213 **Intermediate Spanish I** **3 SH**
(Prerequisite: MFL 1223 or two units of high school Spanish) Review of Spanish grammar, followed by the reading of suitable modern Spanish literature. (3 hr lecture)

MFL 2223 **Intermediate Spanish II** **3 SH**
(Prerequisite: MFL 2213 or equivalent) Continuation of MFL 2213 (3 hr lecture)

MUSIC APPLIED
(Brass, Guitar, Organ, Percussion, Piano, Strings, Voice and Woodwinds)

BRASS

MUA 1111 **Class Brass I** **1 SH**
Lessons in rudiment of Brass instruments. (2 hr lab)

MUA 1121 **Class Brass II** **1 SH**
(Prerequisite: MUA 1111 or audition) Continuation of MUA 1111. (2 hr lab)

MUA 1141 **Elective Brass I** **1 SH**
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1151 **Elective Brass II** **1 SH**
(Prerequisite: MUA 1141 or audition) Continuation of MUA 1141. Second semester instruction.
(1 hr practice daily)

MUA 1172 **Music Education Brass I** **2 SH**
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily)

MUA 1173 **Brass Major I** **3 SH**
(Prerequisite: Audition) First semester private instruction for Music majors.
(2 -1/2 hr lessons per week, 3 hr practice daily)

MUA 1182 **Music Education Brass II** **2 SH**
(Prerequisite: MUA 1172 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily)

MUA 1183 **Brass Major II** **3 SH**
(Prerequisite: MUA 1173, or audition) Second semester private instruction for Music majors. (2 - 1/2 hr lessons per week, 3 hr practice daily)

MUA 2141 **Elective Brass III** **1 SH**
(Prerequisite: MUA 1151 or audition) Continuation of MUA 1151. Third semester instruction. (1 hr practice daily)

MUA 2151 **Elective Brass IV** **1 SH**
(Prerequisite: MUA 2141 or audition) Continuation of MUA 2141. Fourth semester. (1 hr practice daily)

MUA 2172 **Music Education Brass III** **2 SH**
(Prerequisite: MUA 1182 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily)

MUA 2173 **Brass Major III** **3 SH**
(Prerequisite: MUA 1183 or audition) Third semester private instruction for Music majors. (2 - 1/2 hr lessons per week, 3 hr practice daily)

MUA 2182 **Music Education Brass IV** **2 SH**
(Prerequisite: MUA 2172 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily)

MUA 2183 **Brass Major IV** **3 SH**
(Prerequisite: MUA 2173 or audition) Fourth semester private instruction for Music majors. (2 - 1/2 hr lessons per week, 3 hr practice daily)

GUITAR

MUA 1211 **Class Guitar I** **1 SH**
Lessons in rudiments of guitar. (2 hr lab)

MUA 1221 **Class Guitar II** **1 SH**
(Prerequisite: MUA 1211 or audition) Continuation of MUA 1211. (2 hr lab)

MUA 1241 **Elective Guitar I** **1 SH**
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1251 **Elective Guitar II** **1 SH**
(Prerequisite: MUA 1241 or audition) Second semester private instruction. (1 hr practice daily)

MUA 1272 **Music Education Guitar I** **2 SH**
(Prerequisite: MUA 1221 or audition) First semester private instruction for Music Education majors and non-majors who meet the instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily)

MUA 1282 **Music Education Guitar II** **2 SH**
(Prerequisite: MUA 1272 or audition) Second semester private instruction for Music Education majors and non-majors who meet the instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily)

MUA 2241 **Elective Guitar III** **1 SH**
(Prerequisite: MUA 1251 or audition) Continuation of MUA 1251. Third semester private instruction. (1 hr practice daily)

MUA 2251 **Elective Guitar IV** **1 SH**
(Prerequisite: MUA 2241 or audition) Continuation of MUA 2241 or audition. Continuation of MUA 2241. Fourth semester private instruction. (1 hr practice daily)

MUA 2272 **Music Education Guitar III** **2 SH**
(Prerequisite: MUA 1282 or audition) Third semester private instruction for Music Education majors and non-majors who meet the instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily)

MUA 2282 **Music Education Guitar IV** **2 SH**
(Prerequisite: MUA 2272 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet the instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily)

ORGAN

MUA 1331 **Elective Organ I** **1 SH**
(Prerequisite: Piano audition) First semester private instruction. (1 hr practice daily)

MUA 1341 **Elective Organ II** **1 SH**
(Prerequisite: MUA 1331 or audition) Continuation of MUA 1331. Second semester private instruction. (1 hr practice daily)

MUA 1362 **Music Education Organ I** **2 SH**
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily.)

MUA 1363 **Organ Major I** **3 SH**
(Prerequisite: Audition) First semester private instruction for Music majors. (2 -1/2 hr lessons per week, 3 hr practice daily)

MUA 1372 **Music Education Organ II** **2 SH**
(Prerequisite: MUA 1362 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily)

MUA 1373 **Organ Major II** **3 SH**
(Prerequisite: MUA 1363 or audition) Second semester private instruction for Music majors (2 -1/2 hr lessons per week, 3 hr practice daily)

MUA 2331 **Elective Organ III** **1 SH**
(Prerequisite: MUA 1341 or audition) Third semester private instruction. (1 hr practice daily)

MUA 2341 **Elective Organ IV** **1 SH**
(Prerequisite: MUA 2331 or audition) Continuation of MUA 2331. Fourth semester private instruction. (1 hr practice daily)

MUA 2362 **Music Education Organ III** **2 SH**
(Prerequisite: MUA 1372 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily)

MUA 2363 **Organ Major III** **3 SH**
(Prerequisite: MUA 1373 or audition) Third semester private instruction for Music majors.
(2 - 1/2 hr lessons per week, 3 hr practice daily)

MUA 2372 **Music Education Organ IV** **2 SH**
(Prerequisite: MUA 2362 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily)

MUA 2373 **Organ Major IV** **3 SH**
(Prerequisite: MUA 2363 or audition) Fourth semester instruction for Music majors. (2 -1/2 hr lessons per week, 3 hr practice daily)

PERCUSSION

MUA 1411 **Class Percussion I** **1 SH**
Lessons in rudiment of percussion instrument. (2 hr lab)

MUA 1421 **Class Percussion II** **1 SH**
(Prerequisite: MUA 1411 or audition) Continuation of MUA 1411. (2 hr lab)

MUA 1441 **Elective Percussion I** **1 SH**
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1451 **Elective Percussion II** **1 SH**
(Prerequisite: MUA 1441 or audition) Continuation of MUA 1414. Second semester private instruction. Second semester. (1 hr practice daily)

MUA 1472 **Percussion Education Major I** **2 SH**
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily)

MUA 1473 **Percussion Major I** **3 SH**
(Prerequisite: Audition) First semester private instruction for Music majors.
(2 -1/2 hr lessons per week, 3 hr practice daily)

MUA 1482 **Percussion Education Major II** **2 SH**
(Prerequisite: MUA 1472 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily)

MUA 1483 **Percussion Major II** **3 SH**
(Prerequisite: MUA 1473 or audition) Second semester private instruction for Music majors
(2 -1/2 hr lessons per week, 3 hr practice daily)

MUA 2441 **Elective Percussion III** **1 SH**
(Prerequisite: MUA 1451 or audition) Continuation of MUA 1451. Third semester private instruction
(1 hr practice daily)

MUA 2451 **Elective Percussion IV** **1 SH**
(Prerequisite: MUA 2441 or audition) Continuation of MUA 2441. Fourth semester private instruction.
(1 hr practice daily)

MUA 2472 **Percussion Education Major III** **2 SH**
(Prerequisite: MUA 1482 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily)

MUA 2473 **Percussion Major III** **3 SH**
(Prerequisite: MUA 1483 or audition) Third semester private instruction for Music majors (2 -1/2 hr lessons per week, 3 hr practice daily)

MUA 2482 **Percussion Education Major IV** **2 SH**
(Prerequisite: MUA 2472 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily)

MUA 2483 **Percussion Major IV** **3 SH**
(Prerequisite: MUA 2473 or audition) Fourth semester private instruction for Music majors (2 -1/2 hr lessons per week, 3 hr practice daily)

PIANO

MUA 1511 **Class Piano I** **1 SH**
For students who have no previous keyboard experience. (2 hr lab)

MUA 1521 **Class Piano II** **1 SH**
(Prerequisite: MUA 1511 or audition) Continuation of MUA 1511. (2 hr lab)

MUA 1541 **Elective Piano I** **1 SH**
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1551 **Elective Piano II** **1 SH**
(Prerequisite: MUA 1541 or audition) Continuation of MUA 1541. Second semester private instruction. (1 hr practice daily)

MUA 1572 **Music Education Piano I** **2 SH**
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily)

MUA 1573 **Piano Major I** **3 SH**
(Prerequisite: Audition) First semester private instruction for Music majors. (2 -1/2 hr lessons per week, 3 hr practice daily)

MUA 1582 **Music Education Piano II** **2 SH**
(Prerequisite: MUA 1572 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily)

MUA 1583 **Piano Major II** **3 SH**
(Prerequisite: MUA 1573 or audition) Second semester private instruction for Music majors. (2 - 1/2 hr lessons per week, 3 hr practice daily)

MUA 2511 **Class Piano III** **1 SH**
(Prerequisite: MUA 1521 or audition) Continuation of MUA 1521. (2 hr lab)

MUA 2521 **Class Piano IV** **1 SH**
(Prerequisite: MUA 2511 or audition) Continuation of MUA 2511. (2 hr lab)

MUA 2541 **Elective Piano III** **1 SH**
(Prerequisite:MUA1551 or audition)Continuation of MUA1551.Third semester private instruction. (1 hr practice daily)

MUA 2551 **Elective Piano IV** **1 SH**
(Prerequisite: MUA 2541 or audition) Continuation of MUA 2541. Fourth semester private instruction. (1 hr practice daily)

MUA 2572 **Music Education Piano III** **2 SH**
(Prerequisite: MUA 1582 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 3 hr practice daily)

MUA 2573 **Piano Major III** **3 SH**
(Prerequisite: MUA 1583 or audition) Third semester private instruction for Music majors. (2 - 1/2 hr lessons per week, 2 hr practice daily)

MUA 2582 **Music Education Piano IV** **2 SH**
(Prerequisite: MUA 2572 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily)

MUA 2583 **Piano Major IV** **3 SH**
(Prerequisite: MUA 2573 or audition) Fourth semester private instruction for Music majors. (2 -1/2 hr lessons per week, 3 hr practice daily)

STRINGS

MUA 1611 **Class Strings I** **1 SH**
Lessons in rudiment of strings. (2 hr lab)

MUA 1621 **Class Strings II** **1 SH**
(Prerequisite: MUA 1611 or audition) Continuation of MUA 1611. (2 hr lab)

MUA 1641 **Elective Strings I** **1 SH**
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1651 **Elective Strings II** **1 SH**
(Prerequisite: MUA 1641 or audition) Continuation of MUA 1641. Second semester private instruction. (1 hr practice daily)

MUA 1672 **Music Education Strings I** **2 SH**
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily)

MUA 1682 **Music Education Strings II** **2 SH**
(Prerequisite: MUA 1672 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily)

MUA 2641 **Elective Strings III** **1 SH**
(Prerequisite: MUA 1651 or audition) Continuation of MUA 1651. Third semester private instruction. (1 hr practice daily)

MUA 2651 **Elective Strings IV** **1 SH**
(Prerequisite: MUA 2641 or audition) Continuation of MUA 2641. Fourth semester private instruction. (1 hr practice daily)

MUA 2672 **Music Education Strings III** **2 SH**
(Prerequisite: MUA 1682 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily)

MUA 2682 **Music Education Strings IV** **2 SH**
(Prerequisite: MUA 2672 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily.)

VOICE

MUA 1711 **Class Voice I** **1 SH**
Lessons in the fundamental aspects of vocal arts. (2 hr lab)

MUA 1721 **Class Voice II** **1 SH**
(Prerequisite: MUA 1711 or audition) Continuation of MUA 1711. (2 hr lab)

MUA 1741 **Elective Voice I** **1 SH**
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1751 **Elective Voice II** **1 SH**
(Prerequisite: MUA 1741 or audition) Second semester private instruction. (1 hr practice daily)

MUA 1772 **Music Education Voice I** **2 SH**
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily)

MUA 1773 **Voice Major I** **3 SH**
(Prerequisite: Audition) First semester private instruction for Music majors. (2 -1/2 hr lessons per week, 3 hr practice daily)

MUA 1782 **Music Education Voice II** **2 SH**
(Prerequisite: MUA 1772 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily)

MUA 1783 **Voice Major II** **3 SH**
(Prerequisite: MUA 1773 or audition) Second semester private instruction for Music majors. (2 -1/2 hr lessons per week, 3 hr practice daily)

MUA 2741 **Elective Voice III** **1 SH**
(Prerequisite: MUA 1751 or audition) Third semester private instruction. (1 hr practice daily)

MUA 2751 **Elective Voice IV** **1 SH**
(Prerequisite: MUA 2741 or audition) Fourth semester private instruction. (1 hr practice daily)

MUA 2772 **Music Education Voice III** **2 SH**
(Prerequisite: MUA 1782 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily)

MUA 2773 **Voice Major III** **3 SH**
(Prerequisite: MUA 1783 or audition) Third semester instruction for Music majors. (2 -1/2 hr lessons per week, 3 hr practice daily)

MUA 2782 **Music Education Voice IV** **2 SH**
(Prerequisite: MUA 2772 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily)

MUA 2783 **Voice Major IV** **3 SH**
(Prerequisite: MUA 2773 or audition) Fourth semester instruction for Music majors. (2 -1/2 hr lessons per week, 3 hr practice daily)

WOODWINDS

MUA 1811 **Class Woodwinds I** **1 SH**
Lessons in rudiments of woodwind instruments. (2 hr lab)

MUA 1821 **Class Woodwinds II** **1 SH**
(Prerequisite MUA 1811 or audition) Continuation of MUA 1811. (2 hr lab)

MUA 1841 **Elective Woodwinds I** **1 SH**
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1851 **Elective Woodwinds II** **1 SH**
(Prerequisite: MUA 1841 or audition) Second semester instruction. (1 hr practice daily)

MUA 1872 **Music Education Woodwinds I** **2 SH**
(Prerequisite: Audition) First semester instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily)

MUA 1873 **Woodwinds Major I** **3 SH**
(Prerequisite: Audition) First semester private instruction for Music majors.
(2 - 1/2 hr lessons per week, 3 hr practice daily)

MUA 1882 **Music Education Woodwinds II** **2 SH**
(Prerequisite: MUA 1872 or audition) Second semester instruction for Music Education majors and non-majors who meet instructor's requirements. (2 -1/2 hr lessons per week, 2 hr practice daily)

MUA 1883 **Woodwinds Major II** **3 SH**
(Prerequisite: MUA 1873 or audition) Second semester private instruction for Music majors
(2 -1/2 hr lessons per week, 3 hr practice daily)

MUA 2841 **Elective Woodwinds III** **1 SH**
(Prerequisite: MUA 1851 or audition) Third semester instruction. (1 hr practice daily)

MUA 2851 **Elective Woodwinds IV** **1 SH**
(Prerequisite: MUA 2841 or audition) Fourth semester private instruction. (1 hr practice daily)

MUA 2872 **Music Education Woodwinds III** **2 SH**
(Prerequisite: MUA 1882 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 3 hr practice daily)

MUA 2873 **Woodwinds Major III** **3 SH**
(Prerequisite: MUA 1883 or audition) Third semester private instruction for Music majors
(2 -1/2 hr lessons per week, 2 hr practice daily)

MUA 2882 **Music Education Woodwinds IV** **2 SH**
(Prerequisite: MUA 2872 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - 1/2 hr lessons per week, 2 hr practice daily)

MUA 2883 **Woodwinds Major IV** **3 SH**
(Prerequisite: MUA 2873 or audition) Fourth semester private instruction for Music majors.
(2 -1/2 hr lessons per week, 3 hr practice daily)

MUSIC FOUNDATIONS (HISTORY, LITERATURE, THEORY)

MUS 1113 **Music Appreciation** **3 SH**
(Non Majors) Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. (3 hr lecture)

MUS 1123 **Music Survey (Majors)** **3 SH**
A listening course designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present. (3 hr lecture)

MUS 1133 **Fundamentals of Music** **3 SH**
Provides the student with basic knowledge of notation, scales, keys, rhythm, intervals, triads, and their inversion. (3 hr lecture)
NOTE: MUS 1133 is not the standard freshman theory course required for graduation from senior colleges and universities and is not offered to meet these requirements. Students taking MUS 1133 and planning to continue as music majors in a senior college should follow this course with Music Theory I - IV.

MUS 1211 **Music Theory Laboratory I** **1 SH**
(Prerequisite: Same as Music Theory I) Laboratory activities will center on developing listening, playing, and singing skills with major scales and cords, intervals up to a perfect fifth and primary chords. Sight-singing and playing while singing will also be emphasized. Other activities will include taking stepwise melodic dictation and rhythmic dictation in simple time. (2 hr lab)

MUS 1213 **Music Theory I** **3 SH**
(Prerequisite: Minimum grade of C in MUS 1133 or a grade of "Pass" in part 1 of the Comprehensive Music Fundamentals Exam or consent of instructor; Co-requisite: MUS 1211) A study of elementary harmony requiring a thorough background in Music Fundamentals, including all scales and keys. Emphasis is placed largely on writing and analysis of diatonic triads. Four-voice partwriting is introduced. (3 hr lecture)

MUS 1221 **Music Theory Laboratory II** **1 SH**
(Prerequisite: Minimum grade of C in MUS 1211) Laboratory activities will center on developing listening, playing, and singing skills using all melodic intervals within the octave and all diatonic chords in a harmonic setting. Other activities will include taking melodic dictation with chordal skips and rhythmic dictation including compound time. Sight-singing and playing while singing will be emphasized. (2 hr lab)

MUS 1223 **Music Theory II** **3 SH**
(Prerequisite: Minimum grade of C in MUS 1213; Co-requisite: MUS 1221) A further study of elementary harmony, including diatonic harmonic progression, root movement, chord connection and part-writing principles. Diatonic seventh chords and modulation are introduced. (3 hr lecture)

MUS 1910 **Recital Class I** **0 SH**
A performance class required of all music majors and minors. (1 hr lab)

MUS 1920 **Recital Class II** **0 SH**
A performance class required of all music majors and minors. (1 hr lab)

MUS 2211 **Music Theory Laboratory III** **1 SH**
(Prerequisite: Minimum Grade of C in MUS 1221) Laboratory activities will center on developing listening, playing, and singing skills utilizing major, minor, chromatic pentatonic and whole-tone scales as well as all modes. Also included will be practice with harmonic intervals and seventh chord. Sightsinging and playing while singing will be emphasized, as will harmonic dictation using all chord positions. (2 hr lab)

MUS 2213 **Music Theory III** **3 SH**
(Prerequisite: Minimum grade of C in MUS 1223 and a grade of "Pass" on both parts of the Comprehensive Music Fundamentals Exam; Co-requisite: MUS 2211) A brief review of diatonic harmony followed by a study of chromatic harmony with emphasis on secondary function chords and bimodal technique. Advanced modulation is introduced. (3 hr lecture)

MUS 2221 **Music Theory Laboratory IV** **1 SH**
(Prerequisite: Minimum grade of C in MUS 2211) Laboratory activities will center on developing singing, playing, and listening skills which include harmonic and melodic modulations as well as secondary dominants. Emphasis will be placed on melodic and rhythmic sight-reading and playing from a "lead sheet". (2 hr lab)

MUS 2223 **Music Theory IV** **3 SH**
(Prerequisite: Minimum grade of C in MUS 2213; Co-requisite: MUS 2221) A further study of chromatic harmony, including augmented sixth chords, the Neapolitan sixth chord, augmented dominants and other altered chords. Basic principles of musical analysis and composition are introduced. (3 hr lecture)

MUS 2313 **Music History I** **3 SH**
(Prerequisite: MUS 1123, 1224 and consent of department chairman) Music of primitive nations; rise and developments of liturgy; the Polyphonic Age; the rise of opera and oratorio; the periods of Bach and Handel, Haydn and Mozart; advent of Beethoven; American musical development. (3 hr lecture)

MUS 2323 **Music History II** **3 SH**
(Prerequisite: MUS 1123, 1224 and consent of department chairman) Music of the Romantic Period. Lecture-listening and score-reading course designed for study of music, musicians, and musical development from 1825-1900, including the works of Debussy, Ravel, and Richard Strauss. (3 hr lecture)

MUS 2513 **Music for Children** **3 SH**
A study of the fundamentals of music, sight-reading and terminology. (3 hr lecture)

MUS 291O **Recital Class III** **0 SH**
A performance class required of all music majors and minors. (1 hr lab)

MUS 292O **Recital Class IV** **0 SH**
A performance class required of all music majors and minors. (1 hr lab)

MUSIC ORGANIZATIONS (BAND, STAGE BAND and CHOIR)

MUO 1111 **Band I** **1 SH**
(Prerequisite: Audition or consent of instructor) Organized to serve the college at games, concerts, and other public and special functions. (5 hr lab)

MUO 1121 **Band II** **1 SH**
(Prerequisite: MUO 1111 or audition or consent of instructor) Continuation of MUO 1111. (5 hr lab)

MUO 1131 **Small Instrumental Ensemble I** **1 SH**
(Prerequisite: Instructor's permission) Coached small ensemble which provides the student with exposure to the ensemble repertoire and performance experience with other musicians. (2 hr lab)

MUO 1141 **Small Instrumental Ensemble II** **1 SH**
(Prerequisite: Instructor's permission) Coached small ensemble which provides the student with exposure to the ensemble repertoire and performance experience with other musicians. (2 hr lab)

MUO 1171 **Stage Band I** **1 SH**
(Prerequisite: Audition) Organized to serve the college at concerts and other public and special functions. (3 hr lab)

MUO 1181 **Stage Band II** **1 SH**
(Prerequisite: Audition) Continuation of MUO 1171. (3 hr lab)

MUO 1211 **Choir I** **1 SH**
(Prerequisite: Audition or consent of instructor) Performing group of the vocal department. Numerous appearances during the year, both on campus and throughout the state. (3 hr lab)

MUO 1221 **Choir II** **1 SH**
(Prerequisite: MUO 1211 or audition or consent of instructor) Continuation of MUO 1211. (3 hr lab)

MUO 2111 **Band III** **1 SH**
(Prerequisite: MUO 1121 or audition or consent of instructor) Continuation of MUO 1121. (5 hr lab)

MUO 2121 **Band IV** **1 SH**
(Prerequisite: MUO 2111 or audition or consent of instructor) Continuation of MUO 2111. (5 hr lab)

MUO 2131 **Small Instrumental Ensemble III** **1 SH**
(Prerequisite: Instructor's permission) Coached small ensemble which provides the student with exposure to the ensemble repertoire and performance experience with other musicians. (2 hr lab)

MUO 2141 **Small Instrumental Ensemble IV** **1 SH**
(Prerequisite: Instructor's permission) Coached small ensemble which provides the student with exposure to the ensemble repertoire and performance experience with other musicians. (2 hr lab)

MUO 2171 **Stage Band III** **1 SH**
(Prerequisite: Audition) Continuation of MUO 1181. (3 hr lab)

MUO 2181 **Stage Band IV** **1 SH**
(Prerequisite: Audition) Continuation of MUO 2171. (3 hr lab)

MUO 2211 **Choir III** **1 SH**
(Prerequisite: MUO 1221 or audition or consent of instructor) Continuation of MUO 1221. (3 hr lab)

MUO 2221 **Choir IV** **1 SH**
(Prerequisite: MUO 2211 or audition or consent of instructor) Continuation of MUO 2211. (3 hr lab)

NURSING

NUR 1140, 1220, 2130, 2241 **Nursing Seminar** **1 SH**
(Co-requisite: Must be enrolled in a Nursing Science Course.) Leadership principles and professional responsibility are emphasized. These seminars provide opportunities for participation in service activities of the college, community, and professional nursing organizations. (1 credit hr awarded only at the completion of NUR 2101.)

NUR 1119 **Nursing Science I** **9 SH**
(Prerequisite: BIO 2511, 2513, 2521, 2523, MAT 1313 with a grade of C or better in each. Pre/Co-requisite: NUR 1140, ENG 1113, PSY 1513,) Concepts of promotion of health stressed while utilizing relationship, critical thinking, care management, and primary care skills in a variety of health care settings. Within the framework of the nursing process and throughout the life span, the focus is on concepts of communication, nursing as a profession, the community, growth and development, lifestyles, health assessment, and psychomotor skills essential to basic nursing care. (5 hr lecture, 12 hr lab)

NUR 1229 **Nursing Science II** **9 SH**
(Prerequisite: NUR 1119; Pre/Co-requisite: NUR 1220, ENG 1123, EPY 2533, SOC 2113) Concepts of prevention stressed while utilizing relationship, critical thinking, care management, and primary care skills in a variety of health care settings. Within the framework of the nursing process and throughout the life span, the focus is on pharmacotherapeutics, population based needs, community resources, health teaching, and advanced nursing skills. (5 hr lecture, 8 hr lab)

NUR 2139 **Nursing Science III** **9 SH**
(Prerequisite: NUR 1229; Pre/Co-requisite: NUR 2130, BIO 2921, 2923, with a grade of C of better in each) Concepts of prevention and protection stressed while utilizing relationship, critical thinking, care management, and primary care skills in a variety of health care settings. Within the framework of the nursing process and throughout the life span, the focus is on chronic disabling conditions, abnormalities of pregnancy, cancer, and infection. (5 hr lecture, 12 hr lab)

NUR 2249 **Nursing Science IV** **9 SH**
(Prerequisite: NUR 2139. Pre/Co-requisite: NUR 2241, SPT 1113) Concepts of protection stressed while utilizing relationship, critical thinking, care management, and primary care skills in a variety of health care settings. Within the framework of the nursing process and throughout the life span, the focus is on unintentional injuries, occupational safety, and environmental health. A transition component will focus on management and budget concepts as they relate to the role of the nurse. (5 hr lecture, 12 hr lab)

PHILOSOPHY AND BIBLE

PHI 1113 **Old Testament Survey** **3 SH**
Survey study of the Old Testament. Emphasis upon its religious, literary, and historical values. Law, Prophets, Writings considered. (3 hr lecture)

PHI 1133 **New Testament Survey** **3 SH**
This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in the Gospels, Acts and the other New Testament books. (3 hr lecture)

PHI 2113 **Introduction to Philosophy I** **3 SH**
An introduction to systematic and philosophical thinking and study of significant figures and trends of philosophy both past and present. The emphasis is on leaming how to think properly and how to enhance one's own personal philosophy. (3 hr lecture)

PHI 2123 **Introduction to Philosophy II** **3 SH**
Contemporary problems and personal development from a philosophic perspective. (3 hr lecture)

PHI 2713 **Logic** **3 SH**
The principles and methods of sound reasoning with an emphasis on practical application. Areas of study will include induction, symbolic logic, language, critical thinking skills, and common fallacies of reasoning. (3 hr lecture)

PHYSICS

PHY 1113 **Introduction to Astronomy** **3 SH**
A study of the solar system, the galaxy, stars, and other stellar systems. Laboratory demonstrations, exercises, experiments, and observations through an optical telescope to illustrate the methods and concepts of astronomy. Some of the laboratory meetings are at night. (2 hr lecture, 2 hr lab)

PHY 1214 **Survey of Physics I** **4 SH**
(Prerequisite: Math Placement Level 3) A comprehensive survey of the concepts of physics, with emphasis on qualitative aspect of classical phenomena and development of modern concepts in atomic and nuclear physics. Primarily for science/technical students who require a background in physics. (3 hr lecture, 2 hr lab)

PHY 2243 **Physical Science Survey I** **3 SH**
Introduction to physical science for non-science majors, taught from a descriptive viewpoint with a minimum of mathematics. A survey of physics and astronomy. (2 hr lecture, 2 hr lab)

PHY 2253 **Physical Science Survey II** **3 SH**
Introduction to physical science for non-science majors, taught from a descriptive viewpoint with a minimum of mathematics. A survey of chemistry, geology, and atmospheric science. (2 hr lecture, 2 hr lab)

PHY 2313 **Physics with Calculus I** **3 SH**
(Pre/Co-requisite: MAT 1613) Laws of mechanics and fluids. PHY 2313, 2323, and 2333 satisfy the physics requirements for science and engineering majors. (2 hr lecture, 1 hr drill, 2 hr lab)

PHY 2323 **Physics with Calculus II** **3 SH**
(Prerequisite: PHY 2313, Pre/Co-requisite: MAT 1623) Simple harmonic motion, mechanical waves, sound, thermal physics, and optics. (2 hr lecture, 1 hr drill, 2 hr lab)

PHY 2333 **Physics with Calculus III** **3 SH**
(Prerequisite: PHY 2323. Pre/Co-requisite: MAT 2613) Laws of electricity, magnetism, and modern physics. (2 hr lecture, 1 hr drill, 2 hr lab)

PHY 2414 **General Physics I** **4 SH**
(Prerequisite: MAT 1313; Pre/Co-requisite MAT 1323) Laws of mechanics, fluids, heat. PHY 2414 and 2424 satisfy the physics requirements for students in pre-pharmacy, pre-medicine and related fields.
(3 hr lecture, 2 hr lab)

PHY 2424 **General Physics II** **4 SH**
(Prerequisite: PHY 2414) A continuation of PHY 2414. Laws of mechanical wave motion, light, electricity, magnetism and modern physics. (3 hr lecture, 2 hr lab)

POLITICAL SCIENCE

PSC 1113 **American National Government** **3 SH**
A survey of U. S. Government, with emphasis on its history, principles, structure, and functions. (3 hr lecture)

PSC 1123 **American State and Local Government** **3 SH**
A survey of the relationship between state and federal governments and between their subdivisions; organizations and functions of the legislative, executive, and judicial units; and suffrage and elections. (3 hr lecture)

PSC 2113 **Comparative Government** **3 SH**
(Prerequisite: PSC 1113) A description and comparison of the principles, structure, and operation of selected political systems. (3 hr lecture)

PSYCHOLOGY

PSY 1513 **General Psychology I** **3 SH**
Introduction survey to the scientific study of behavior and phychological processes. Includes history and methods; biological processes; developmental processes; leaming; thinking, language, and intelligence; stress and health; and personality. (3 hr lecture)

PSY 1523 **General Psychology II** **3 SH**
(Prerequisite: PSY 1513) Advanced course in the scientific study of behavior and psychological processes which includes emotions; consciousness; psychological disorders; therapies and treatment; and social psychology. (3 hr lecture)

PSY 2553 **Psychology of Personal Adjustment** **3 SH**
(Prerequisite: PSY 1513 and sophomore standing) A course designed to explore selfhood and identity. Emphasis will be placed on establishing meaningful relationships and sustaining values, learning basic coping strategies for successful life adjustment and exploring other specific areas of personal growth and understanding of self. (3 hr lecture)

EPY 2513 **Child Psychology** **3 SH**
(Prerequisite: PSY 1513 and sophomore standing) Considers development from prenatal period through the primary years of puberty. Emphasis on physical, mental, social, and emotional growth as influenced by both maturation and learning. (3 hr lecture)

EPY 2523 **Adolescent Psychology** **3 SH**
(Prerequisite: PSY 1513 and sophomore standing) Human growth and development from puberty through young adulthood. Includes physical, mental, social, emotional, and moral development, with emphasis on the adolescent's role in his family, his peer group, in school and in the larger sociocultural environment.
(3 hr lecture)

EPY 2533 **Human Growth and Development** **3 SH**
(Prerequisite: PSY 1513) This course examines the physical, cognitive, social, and emotional changes that take place from conception through late adulthood. Emphasis is placed on the interaction of heredity and environment as they affect development. (3 hr lecture)

READING

REA 1103 **Developmental Reading I** **3 SH**
(Prerequisite: Reading Placement Level 1; Co-requisite: REA 1000 or 1100) This course is designed to help students develop basic reading skills of word attack and comprehension, to increase vocabulary, and to provide the student with tools for further development of vocabulary, reading, thinking, and study skills necessary for college success. Institutional credit only. (3 hr lecture, 1 hr lab)

REA 1203 **Developmental Reading II** **3 SH**
(Prerequisite: Reading Placement Level 2; Co-requisite: REA 1000) This course is designed to help students increase knowledge of basic reading principles and skills necessary for college success. Emphasis is placed on vocabulary, comprehension, and clear thinking. Institutional credit only. (3 hr lecture, 1 hr lab)

REA 1233 **Speed Reading** **3 SH**
Practice with laboratory equipment according to the needs of the individual emphasis on flexibility, critical thinking, retention, and comprehension. Guidance in developing wide reading interests and in taking standardized tests. Stimulation for reading in depth. (3 hr lecture)

REA 1303 **Reading Improvement** **3 SH**
(Prerequisite: Reading Placement Level 3; Co-requisite: REA 1000) This course is designed to help students increase knowledge of basic reading principles and skills required for independent reading and college success. Emphasis is placed on the development of vocabulary, comprehension, and critical reading and thinking skills. Institutional credit only. (3 hr lecture,1 hr lab)

EDU 1413 **Improvement of Study** **3 SH**
Effective study and reading techniques. Emphasis on time management, listening, taking notes, taking tests, and developing vocabulary. (3 hr lecture)

SOCIOLOGY

SOC 1113 **Introduction To Social Science** **3 SH**
The fundamental principles of sociology. (3 hr lecture)

SOC 1123 **American Institution and Organizations** **3 SH**
(Prerequisite: SOC 1113) A study of changes since the Industrial Revolution; a continuation of SOC 1113. (3 hr lecture)

SOC 1513 **Ethnic Relations** **3 SH**
A study of the economic, political, educational, and racial status of ethnic minorities in the United States. (3 hr lecture)

SOC 2113 **Introduction to Sociology** **3 SH**
An introduction to sociology and its development. A lecture course which deals with a body of scientific knowledge about human relationships. Emphasis is on the social world, the cultural process within the world, and the integration of these processes in relation to the individual, the group and the institution in contemporary life. (3 hr lecture)

SOC 2133 **Social Problems** **3 SH**
(Prerequisite: SOC 2113) A study of the nature, scope and effects of the major social problems of today and the theoretical preventive measures to alleviate them. Includes such problems as unemployment, urbanization, crime, juvenile delinquency, alcoholism, drug addiction, and disaster. Family problems studied include the aged, mentally ill, and retarded. (3 hr lecture)

SOC 2143 **Marriage and Family** **3 SH**
A study of the family as a cultural unit, the institution of marriage, the problems of parenthood, and socioeconomic adjustments within society. (3 hr lecture)

SOC 2153 **The Family** **3 SH**
(Prerequisite: SOC 2113) A study of the family as an institution in contemporary American life, using both lecture and student activities. (3 hr lecture)

SOC 2163 **Introduction to Social Work** **3 SH**
A survey of the historical and contemporary field of social work as it relates to the social problems of poverty, welfare services, aging, crime, and family dysfunction. (3 hr lecture)

SOC 2253 **Introduction to Gerontology** **3 SH**
(Prerequisite: SOC 2113) Systematic study of the psychological, physical and social conditions of aging adults in society with emphasis on health, interpersonal problems, housing, employment, retirement/widowhood, exploitation, and death. (3 hr lecture)

SPEECH AND THEATRE

SPT 1103 **Basic Speaking and Listening** **3 SH**
Institutional credit only. Will not substitute for the speech requirements in any curriculum. Stresses basic communication skills speaking with groups and individuals and listening to individuals and groups. (3 hr lecture)

SPT 1113 **Oral Communications: (Principles of Speech)** **3 SH**
Fundamentals of speaking and listening. Methods, techniques, and psychological processes and adjustments necessary in preparing, organizing, and presenting speeches. (3 hr lecture)

SPT 1123 **Argumentation and Debate I** **3 SH**
Principles of debating and argumentative discourse and the practice of the art of debating. Open to any student interested in inter-class or inter-collegiate debating. (3 hr lecture)

SPT 1131 **Forensics I** **1 SH**
An activity course in public speaking which includes oratory, declamation, oral interpretation, extemporaneous speaking, and debate. Students participate in intercollegiate forensic contests and debate tournaments. (2 hr lab)

SPT 1141 **Forensics II** **1 SH**
A continuation of SPT 1131. Students participate in intercollegiate forensic contests and debate tournaments, in events such as oratory, declamation, oral interpretation, extemporaneous speaking, and debate. (2 hr lab)

SPT 1153 **Voice and Diction** **3 SH**
(Prerequisite: SPT 1113) International Phonetic Alphabet, voice organs, speech history, and oral reading. Basic voice problems. (3 hr lecture)

SPT 1213 **Fundamentals of Theatre** **3 SH**
Basic course in the theatre arts. Introduction to the cultural, historical, and social aspects of the drama; investigation of essential elements of play production. (3 hr lecture)

SPT 1233 **Acting I** **3 SH**
Emphasis on basic skills involved in method and technique acting and on motivation for movement and emotion. (3 hr lecture)

SPT 1241 **Drama I** **1 SH**
Participation in college drama productions. (4 hr lab)

SPT 1251 **Drama II** **1 SH**
Participation in college drama productions. (4 hr lab)

SPT 1272 **Theatre Makeup** **2 SH**
(Prerequisite: SPT 1213 and 1233, or consent of instructor) Techniques and application of makeup for the stage. (3 hr lab)

SPT 2111 **Contest Speech I** **1 SH**
Offered to students interested in intercollegiate speech competition. (2 hr lab)

SPT 2121 **Contest Speech II** **1 SH**
A continuation of SPT 2111. Offered to students interested in intercollegiate speech competition. (2 hr lab)

SPT 2143 **Oral Interpretation** **3 SH**
(Prerequisite: SPT 1113, or consent of instructor) Basic principles and procedures of reading for interpretation before an audience. (3 hr lecture)

SPT 2241 **Drama III** **1 SH**
Participation in college drama productions. (4 hr lab)

SPT 2251 **Drama IV** **1 SH**
Participation in college drama productions. (4 hr lab)

V

Technical Programs and Course Descriptions

TWO-YEAR TECHNICAL
ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

PROGRAM TITLE (Major)	JACKSON ATC	NAHC	RAN	RAY	UTI	VWC
Agribusiness Management Technology (1+1)				X		
Automotive Technology				X	X	
Automotive Electronics Technology				X		
Aviation Maintenance Technology				X		
* Banking & Finance Technology	EVE					
Business & Office Technology						
Accounting Technology Option	X		X	X	X	X
Medical Office Technology Option	X					
Microcomputer Technology Option	X		X	X	X	X
Office Systems Technology Option (1+1)	X		X	X	X	X
Child Development Technology	X				X	
Commercial Art Technology				X		
Computer Programming Technology (1+1)				X	X	
Court Reporting Technology				X		
Dental Assisting Technology (1+1)		X				
Diesel Equipment Technology				X		
Drafting & Design Technology	X			X	X	
Architectural Drafting Technology Option	X			X	X	
General Drafting Technology Option (1+1)	X			X	X	
Geographic Information Systems Technology Option	X					
Mechanical Drafting Technology Option	X			X	X	
Electrical & Electronics Technology						
Biomedical Technology Option				X		
Communications Electronics Repair Technology				X		
Computer Servicing Technology Option (1+1)	X					
Electrical Technology Option				X		
Electronics Technology Option			X	X	X	
Telecommunications Technology Option	X				X	
Emergency Medical Technology-Paramedic (1+1)		X				
Fire Protection Technology						
Speciality Option				X		
Food Processing Technology (1+1)				X		
Health Information Technology (Medical Record Technology)		X				
Hospitality & Tourism Management Technology						
Culinary Arts Technology Option (1+1)	X					
Hotel & Restaurant Management Technology Option	X					
Interpreter Training Technology				X		
Landscape Management Technology (1+1)				X		

PROGRAM TITLE (Major)	JACKSON ATC	NAHC	RAN	RAY	UTI	VWC
Marketing Management Technology						
General Marketing Management Technology Option			X	X		
* Real Estate Technology Option				EVE		
Media Technology					X	
Medical Assisting Technology			X			
Medical Laboratory Technology		X				
Paralegal Technology	X			X		
Physical Therapist Assistant Technology		X				
* Postal Management Technology	EVE					
Quality Assurance Technology	X					
Radiography Technology		X				
Respiratory Care Technology		X				
* Supervision & Management Technology				BIG		
Surgical Technology		X				
Veterinary Technology (1+1)				X		

Note(s): (1) * - Denotes a part-time Business, Industry and Government (BIG) Services program with selected courses offered on demand only.

(2) (1+1) - Denotes a two-year program with an employability exit point after one year.

(3) Please see Special Admission Requirements for Allied Health Programs.

AGRIBUSINESS MANAGEMENT TECHNOLOGY (1+1)

Program Description: The Agricultural Business and Management Technology program is designed to provide a student with basic skills needed to pursue a variety of agricultural careers. These skills include livestock management, agribusiness management, basic maintenance technology, and human relations. Specific jobs may include: farm and ranch manager, agribusiness managers, AG supply, equipment, livestock and chemical sales, research assistants, soil conservation technicians, food processing supervisors and other entry level management positions.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
AGT 1111	Survey of Agricultural Technology	1	0	0	1
AGT 1214	Applied Principles of Animal Production	3	2	0	4
AGT 1313	Applied Principles of Plant Production	2	2	0	3
AGT 2213	Agricultural Sales	2	2	0	3
AGT 2713	Beef Production I	2	2	0	3
CPT 1113	Microcomputer Software Applications	2	2	0	3
TOTAL					**17**
1st Year	**2nd Semester**				
AGT 1613	Agricultural Records	2	2	0	3
AGT 1714	Applied Soil Conservation and Use	3	2	0	4
AGT 2263	Applied Agricultural Economics	2	2	0	3
AGT 2723	Beef Production II	2	2	0	3
ENG 1113	English Composition I	3	0	0	3
TOTAL					**16**
COMPLETION AWARD: Technical Certificate (One Year)					**33**
2nd Year	**1st Semester**				
AGT 1513	Principles of Agricultural Marketing	2	2	0	3
AGT 2113	Agricultural Structures	1	4	0	3
AGT 2114	Supervised Agricultural Experience	1	0	8	4
	Approved Electives				3
	Mathematics/Science Elective				3
TOTAL					**16**

2nd Year	**2nd Semester**				
AGT 1413	Principles of Agricultural Management	2	2	0	3
AGT 2313	Human Relations in Agribusiness	2	2	0	3
ENG 1123	English Composition II	3	0	0	3
PSY 1513	General Psychology I	3	0	0	3
	Humanities/Fine Arts Elective				3
TOTAL					**15**

COMPLETION AWARD: Associate in Applied Science Degree **64**

AUTOMOTIVE TECHNOLOGY

Program Description: The Automotive Technology program is an instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions and repair of engines, fuel, electrical, cooling, brake systems, and drive train and suspension systems. Instruction is also provided in the adjustment and repair of individual components such as transmissions and carburetors.

Campus Location(s): Raymond and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ATT 1114	Electrical Systems	2	4	0	4
ATT 1213	Brakes	2	2	0	3
ATT 1315	Manual Drive Trans/Transaxles	2	6	0	5
TOTAL					**12**
1st Year	**2nd Semester**				
ATT 1414	Basic Engine Performance	2	4	0	4
ATT 1513	Basic Fuel Systems	2	2	0	3
ATT 1715	Engine Repair	2	6	0	5
TOTAL					**12**
2nd Year	**1st Semester**				
ATT 2325	Automatic Transmissions/Transaxles	3	4	0	5
ATT 2524	Comp Controlled Carburetion/Emissions Systems	2	4	0	4
ATT 2614	Heating and Air Conditioning	2	4	0	4
TOTAL					**13**
2nd Year	**2nd Semester**				
ATT 2334	Steering and Suspension Systems	2	4	0	4
ATT 2343	Wheel Alignment	1	4	0	3
ATT 2535	Computerized Engine Controls	2	6	0	5
TOTAL					**12**

After completion of course of study above, a student will receive a certificate in Automotive Technology.

AUTOMOTIVE ELECTRONICS TECHNOLOGY

Program Description: The Automotive Electronics Technology program provides classroom and laboratory instruction in automotive electronics operation and maintenance. Included is instruction in operation, diagnosis, and repair of electronics and computer controlled automotive systems.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ATT 1114	Electrical Systems	2	4	0	4
ATT 1213	Brakes	2	2	0	3
ATT 1315	Manual Drive Trans/Transaxles	2	6	0	5
TOTAL					**12**
1st Year	**2nd Semester**				
ATT 1414	Basic Engine Performance	2	4	0	4
ATT 1513	Basic Fuel Systems	2	2	0	3
ATT 1715	Engine Repair	2	6	0	5
TOTAL					**12**

2nd Year	**1st Semester**				
AET 2224	Electronic Concepts	2	4	0	4
AET 2314	Sensors and Computer Concepts	2	4	0	4
AET 2621	Passive Restraint Systems	0	2	0	1
ATT 2614	Heating and Air Conditioning	2	4	0	4
TOTAL					**13**
2nd Year	**2nd Semester**				
AET 2212	Electronic Brake Systems	1	2	0	2
AET 2222	Power Train Control Systems	0	4	0	2
AET 2633	Electronic Ignition Systems	2	2	0	3
AET 2722	Electronic Climate Control Systems	1	2	0	2
ATT 2535	Computerized Engine Controls	2	6	0	5
TOTAL					**14**

After completion of course of study above, a student will receive a certificate in Automotive Electronics Technology.

AVIATION MAINTENANCE TECHNOLOGY

Program Description: The Aviation Maintenance Technology program prepares individuals to inspect, repair, service, and overhaul aircraft engine components and systems. This program is designed to prepare students for the Federal Aviation Administration examinations for certification as an Aircraft Maintenance Technician.

Campus Location(s): Raymond
Admission Requirement: Score of 15 or higher on ACT (when applicable)

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
APT 1114	Aviation Applied Science	3	1	0	4
APT 1123	Aviation Electricity I	2	1	0	3
APT 1134	Aviation Materials and Processes	3	1	0	4
APT 1143	Aircraft Servicing Weight-and-Balance	2	1	0	3
APT 1153	Maintenance Forms and Records	2	1	0	3
APT 1162	Reciprocating Engine Theory	2	0	0	2
TOTAL					**19**
1st Year	**2nd Semester**				
APT 1214	Reciprocating Engine Overhaul & Inspection	2	2	0	4
APT 1222	Turbine Engine Theory	2	0	0	2
APT 1234	Turbine Engine Overhaul & Inspection	2	2	0	4
APT 1241	Powerplant Conformity Airworthiness Inspection	1	0	0	1
APT 1255	Lubrication and Fuel Metering Systems	4	1	0	5
APT 1263	Induction, Cooling, and Exhaust Systems	2	1	0	3
TOTAL					**19**
2nd Year	**1st Semester**				
APT 2115	Aviation Electricity II	4	1	0	5
APT 2123	Propeller and Powerplant Review	2	1	0	3
APT 2136	Structures I	3	3	0	6
APT 2144	Structures II	3	1	0	4
TOTAL					**18**
2nd Year	**2nd Semester**				
APT 2212	Flight Control	1	1	0	2
APT 2223	Aviation Electricity III	2	1	0	3
APT 2232	Hydraulic and Pneumatic Power Systems	1	1	0	2
APT 2243	Landing Gear and Protection Systems	2	1	0	3
APT 2251	Environmental Control	1	0	0	1
APT 2264	Aircraft Instrumentation Systems	3	1	0	4
APT 2271	Aircraft Fuel Systems	1	0	0	1
APT 2282	Aircraft Inspection and Review	1	1	0	2
TOTAL					**18**

After completion of two-year course of study, a student will receive a certificate in Aviation Maintenance Technology.

Associate of Applied Science Degree Option:

A student may receive an Associate of Applied Science Degree in Aviation Maintenance Technology by completion of the two-year certificate program and 15 semester hours of academic courses including:

SPT 1113	Oral Communications	3
ENG 1113	English Composition I	3
ENG 1123	English Composition II	3
	Behavioral/Social Science Elective	3
	Mathematics/Science Elective	3
	TOTAL	**15**

BANKING AND FINANCE TECHNOLOGY
in cooperation with the American Institute of Banking

Program Description: This curriculum and its associated courses are planned to meet most course requirements of the professional development program of the American Bankers Association offered through the AIB diplomas and certificates, including: General Banking Diploma, Consumer Service Skills Certificate, Consumer Credit Diploma, Securities Services Skills Certificate, Commercial Lending Diploma, Supervisory Skills Certificate, and Teller Skills Certificate.

Campus Location(s): Jackson Campus-Academic/Technical Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ACC 1213	(AIB 1000) Principles of Accounting I	3	0	0	3
BOT 1313	(AIB 3800) Business Mathematics	3	0	0	3
BFT 1113	(AIB 1370) Principles of Banking	3	0	0	3
ECO 2113	(AIB 2350) Principles of Economics I	3	0	0	3
ENG 1113	(AIB 2610) English Composition I	3	0	0	3
TOTAL					**15**
1st Year	**2nd Semester**				
ACC 1223	(AIB 1010) Principles of Accounting II	3	0	0	3
BFT 1123	(AIB 1350) Money and Banking	3	0	0	3
BFT 1173	(AIB 3660) Law and Banking Principles	3	0	0	3
BFT 2133	(AIB 6350) Introduction to Commercial Lending	3	0	0	3
ENG 1123	(AIB 1860) English Composition II	3	0	0	3
	Mathematic/Science Elective				3
TOTAL					**18**
2nd Year	**1st Semester**				
BFT 1183	(AIB 4140) Management Fundamentals	3	0	0	3
PSY 1513	General Psychology I	3	0	0	3
SPT 1113	(AIB 5465) Oral Communications	3	0	0	3
	Technical Electives				6
	Elective				3
TOTAL					**18**
2nd Year	**2nd Semester**				
BFT 1313	(AIB 6920) Analyzing Financial Statements	3	0	0	3
BFT 2213	(AIB 7740) Marketing for Bankers	3	0	0	3
BFT 2823	(AIB 3710) Law and Banking Applications	3	0	0	3
	Technical Electives				6
	Elective				3
TOTAL					**18**
COMPLETION AWARD: Associate in Applied Science Degree					**69**
APPROVED ELECTIVES					
BFT 1133	(AIB 7520) Bank Management	3	0	0	3
BFT 1143	(AIB 6260) Savings and Time Deposit Banking	3	0	0	3
BFT 1153	(AIB 1860) Writing for Results	3	0	0	3
BFT 1163	(AIB 4300) Supervision and Personnel Admin.	3	0	0	3
BFT 1213	(AIB 6912) Lending to Agricultural Enterprises	3	0	0	3
BFT 1223	(AIB 7880) Real Estate Finance	3	0	0	3
BFT 1233	(AIB 6000) Bank Accounting	3	0	0	3
BFT 1243	(AIB 6150) Bank Control and Audit .	3	0	0	3

BFT 1253	(AIB 7002) Consumer Credit Analysis	3	0	0	3
BFT 1263	(AIB 6345) Corporate Banking: A Practical Approach to Lending	3	0	0	3
BFT 1273	Corporate Securities Services	3	0	0	3
BFT 1283	(AIB 6204) Deposit Operations	3	0	0	3
BFT 1293	(AIB 6535) Financial Planning for Bankers	3	0	0	3
BFT 1323	(AIB 6610) Bank Cards	3	0	0	3
BFT 1333	(AIB 6970) Statement Analysis	3	0	0	3
BFT 1373	Contemporary Issues in Banking	3	0	0	3
BFT 1343	(AIB 6233) Retail Banking Series	3	0	0	3
BFT 2123	(AIB 7008) Consumer Lending	3	0	0	3
BFT 2143	(AIB 7625) Credit Department Management	3	0	0	3
BFT 2153	(AIB 1375) Inside Commercial Banking	3	0	0	3
BFT 2313	(AIB 7200) Bank Investments	3	0	0	3
BFT 2323	(AIB 3540) Investment Basics and Beyond	3	0	0	3
BFT 2343	Economics for Bankers	3	0	0	3
BFT 2333	(AIB 6360) Loan Officer Development	3	0	0	3
BFT 2413	(AIB 8250) The Trust Business	3	0	0	3
BFT 2423	(AIB 7110) International Banking	3	0	0	3
BFT 2433	(AIB 8310) Trust Management	3	0	0	3
BFT 2443	(AIB 8300) Trust Investments	3	0	0	3
BFT 2723	(AIB 7240) Securities Processing	3	0	0	3
BFT 2813	(AIB 7660) Management of Comm. Bank Funds	3	0	0	3
BFT 2833	(AIB 3630) Federal Regulation of Banking	3	0	0	3
BFT 2843	(AIB 7580) Branch Management Series	3	0	0	3
Business Administration					
BAD 1113	Introduction to Business	3	0	0	3
BAD 2323	Business Statistics	3	0	0	3
BAD 2413	Legal Environment of Business I	3	0	0	3
BAD 2423	Legal Environment of Business II	3	0	0	3
Marketing Management Technology					
MMT 1213	(AIB 4140) Principles of Management	3	0	0	3
MMT 2173	(AIB 6235) Sales Management	3	0	0	3
MMT 2233	(AIB 4300) Human Resource Management	3	0	0	3
MMT 2743	(AIB 7860) Real Estate Appraisal	3	0	0	3
Economics					
ECO 2123	Principles of Economics II	3	0	0	3
Computer Programming Technology					
CPT 1114	(AIB 2090) Introduction to Computers	3	2	0	4
Mathematics					
MAT 1233	Intermediate Algebra	3	0	0	3
MAT 1313	College Algebra	3	0	0	3
MAT 1333	Finite Mathematics	3	0	0	3
MAT 1753	Quantitative Reasoning	3	0	0	3

BUSINESS & OFFICE TECHNOLOGY
ACCOUNTING TECHNOLOGY OPTION *

Program Description: The Accounting Technology Program is designed to prepare students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory.

Campus Location(s): Jackson Campus-Academic/Technical Center, Rankin, Raymond, Utica and Vicksburg-Warren Co. Branch

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BOT 1113	Document Formatting and Production	2	2	0	3
BOT 1123	Keyboard Speed Building	2	2	0	3
BOT 1133	Microcomputer Applications	2	2	0	3
BOT 1313	Applied Business Math	3	0	0	3
BOT 1433	Business Accounting	3	0	0	3
BOT 1713	Mechanics of Communication	3	0	0	3
TOTAL					**18**

1st Year	**2nd Semester**				
ACC 1213	Principles of Accounting I	3	0	0	3
BOT 1143	Word Processing Applications	2	2	0	3
BOT 1413	Records Management	3	0	0	3
BOT 1813	Electronic Spreadsheets	2	2	0	3
BOT 2813	Business Communication	3	0	0	3
ENG 1113	English Composition I	3	0	0	3
TOTAL					**18**
2nd Year	**1st Semester**				
ACC 1223	Principles of Accounting II	3	0	0	3
BOT 1213	Professional Development	3	0	0	3
BOT 2143	Operating Systems	2	2	0	3
BOT 2413	Computerized Accounting	2	2	0	3
SPT 1113	Oral Communications	3	0	0	3
	Mathematics/Natural Science Elective				3
TOTAL					**18**
2nd Year	**2nd Semester**				
BOT 2133	Desktop Publishing	2	2	0	3
BOT 2713	Advanced Microcomputer Applications	2	2	0	3
ENG 1123	English Composition II	3	0	0	3
	BOT Accounting Elective				3
	Social/Behavioral Science Elective				3
TOTAL					**15**

* Total hours required for completion of this program may be reduced through articulation agreements with local high schools/volcational centers.

BUSINESS AND OFFICE TECHNOLOGY
MEDICAL OFFICE TECHNOLOGY OPTION *

Program Description: The Medical Office Technology Program is designed to prepare students to work in office positions in hospitals, doctors' offices, health clinics, and other health related organizations.

Campus Location: Jackson Campus-Academic/Technical Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BOT 1113	Document Formatiing and Production	2	2	0	3
BOT 1123	Keyboard Speed Building	2	2	0	3
BOT 1133	Microcomputer Applications	2	2	0	3
BOT 1313	Applied Business Math	3	0	0	3
BOT 1613	Medical Office Terminology I	3	0	0	3
BOT 1713	Mechanics of Communication	3	0	0	3
TOTAL					**18**
1st Year	**2nd Semester**				
BOT 1143	Word Processing Applications	2	2	0	3
BOT 1413	Records Management	3	0	0	3
BOT 1433	Business Accounting	3	0	0	3
BOT 1623	Medical Office Terminology II	2	2	0	3
BOT 2813	Business Communication	3	0	0	3
ENG 1113	English Composition I	3	0	0	3
TOTAL					**18**
2nd Year	**1st Semester**				
BOT 1513	Machine Transcription	2	2	0	3
BOT 2143	Operating Systems	2	2	0	3
BOT 2413	Computerized Accounting	2	2	0	3
BOT 2743	Medical Office Concepts	2	2	0	3
SPT 1113	Oral Communications	3	0	0	3
	Mathematics/Science Elective				3
TOTAL					**18**

2nd Year	**2nd Semester**				
BOT 2523	Medical Machine Transcription	2	2	0	3
BOT 2713	Advanced Microcomputer Applications	2	2	0	3
BOT 2753	Medical Information Management	2	2	0	3
ENG 1123	English Composition II	3	0	0	3
	Social/Behavioral Science Elective				3
TOTAL					**15**

* Total hours required for completion of this program may be reduced through articulation agreements with local high schools/vocational centers

BUSINESS AND OFFICE TECHNOLOGY MICROCOMPUTER TECHNOLOGY OPTION *

Program Description: The Microcomputer Technology Program is designed to prepare students to manage the microcomputer operations in an office includiing software configuration, troubleshooting, network administration, and system operation.

Campus Location: Jackson Campus-Academic/Technical Center, Rankin, Raymond, Utica, and Vicksburg-Warren County Branch

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BOT 1113	Document Formatting and Production	2	2	0	3
BOT 1133	Microcomputer Applications	2	2	0	3
BOT 1213	Professional Development	3	0	0	3
BOT 1313	Applied Business Math	3	0	0	3
BOT 1713	Mechanics of Communication	3	0	0	3
	Social/Behavioral Science Elective				3
TOTAL					**18**
1st Year	**2nd Semester**				
BOT 1143	Word Processing Applications	2	2	0	3
BOT 1433	Business Accounting	3	0	0	3
BOT 1813	Electronic Spreadsheets	2	2	0	3
CPT 1224	BASIC Programming Language	2	4	0	4
ENG 1113	English Composition I	3	0	0	3
TOTAL					**16**
2nd Year	**1st Semester**				
BOT 2143	Operating Systems	2	2	0	3
BOT 2323	Database Management	2	2	0	3
BOT 2413	Computerized Accounting	2	2	0	3
CPT 1313	Computer Operations	2	2	0	3
SPT 1113	Oral Communications	3	0	0	3
	Mathematics/Science Elective				3
TOTAL					**18**
2nd Year	**2nd Semester**				
BOT 2133	Desktop Publishing	2	2	0	3
BOT 2153	Network Management	2	2	0	3
BOT 2713	Advanced Microcomputer Applicatons	2	2	0	3
BOT 2813	Business Communication	3	0	0	3
ENG 1123	English Composition II	3	0	0	3
TOTAL					**15**

* Total hours required for completion of this program may be reduced through articulation agreements with local high schools/vocational centers

BUSINESS & OFFICE TECHNOLOGY
OFFICE SYSTEMS TECHNOLOGY OPTION (1 + 1) *

Program Description: The Office Systems Technology program is designed to prepare students for office positions such as receptionist, general clerk, accounting clerk, word processing operator, or administrative assistant. The student will develop skills using a wide variety of microcomputer software applications including word processing, electronic spreadsheets, database management, and desktop publishing.

Campus Location(s): Jackson Campus-Academic/Technical Center, Rankin, Raymond, Utica, and Vicksburg-Warren County Branch

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BOT 1113	Document Formatting and Production	2	2	0	3
BOT 1123	Keyboard Speed Building	2	2	0	3
BOT 1133	Microcomputer Applications	2	2	0	3
BOT 1213	Professional Development	3	0	0	3
BOT 1313	Applied Business Math	3	0	0	3
BOT 1713	Mechanics of Communication	3	0	0	3
TOTAL					**18**
1st Year	**2nd Semester**				
BOT 1143	Word Processing Applications	2	2	0	3
BOT 1413	Records Management	3	0	0	3
BOT 1433	Business Accounting	3	0	0	3
BOT 1813	Electronic Spreadsheets	2	2	0	3
BOT 2813	Business Communication	3	0	0	3
ENG 1113	English Composition 1	3	0	0	3
TOTAL					**18**
COMPLETION AWARD: Technical Certificate (One Year)					**33**
2nd Year	**1st Semester**				
BOT 1513	Machine Transcription	2	2	0	3
BOT 2143	Operating Systems	2	2	0	3
BOT 2323	Data Base Management	2	2	0	3
BOT 2413	Computerized Accounting	2	2	0	3
SPT 1113	Oral Communications	3	0	0	3
	Mathematics/Science Elective				3
TOTAL					**18**
2nd Year	**2nd Semester**				
BOT 2133	Desktop Publishing	2	2	0	3
BOT 2713	Advanced Microcomputer Applications	2	2	0	3
BOT 2723	Aministrative Office Procedures	2	2	0	3
ENG 1123	English Composition II	3	0	0	3
	Social/Behavioral Science Elective				3
TOTAL					**15**

* Total hours required for completion of this program may be reduced through articulation agreements with local high schools/vocational centers.

COMPLETION AWARD: Associate in Applied Science Degree

CHILD DEVELOPMENT TECHNOLOGY

Program Description: The Child Development Technology Program provides an understanding of the physical, mental, social and emotional development of young children. Upon completion of the program, graduates will be eligible for employment such as day care center operators, child care teachers, kindergarten or elementary classroom aides, and workers in state or federally funded programs.

Campus Location(s): Jackson Campus-Academic/Technical Center and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
CDT 1114	Child Care Profession	3	2	0	4
CDT 1214	Infant and Toddler Development	3	2	0	4
CDT 1313	Art for Preschool Children	3	0	0	3
CDT 1323	Music/Movement for Preschool Children	3	0	0	3
ENG 1113	English Composition I	3	0	0	3
TOTAL					**17**
1st Year	**2nd Semester**				
CDT 1224	Child Growth and Development	3	2	0	4
CDT 1333	Language Arts for Preschool Children	3	0	0	3
CDT 1514	Child Nutrition and Health Care	4	0	0	4
ENG 1123	English Composition II	3	0	0	3
	Fine Arts-Humanities Elective				3
TOTAL					**17**
2nd Year	**1st Semester**				
CDT 2233	Guiding Social and Emotional Behavior	3	0	0	3
CDT 2413	Atypical Child Development	2	2	0	3
CDT 2613	Methods and Materials	3	0	0	3
CDT 2915	Technical Practicum I	0	10	0	5
	Mathematic/Science Elective				3
TOTAL					**17**
2nd Year	**2nd Semester**				
CDT 2713	Social Studies, Math, and Science for the Preschool Children	3	0	0	3
CDT 2813	Administration of Preschool Programs	3	0	0	3
CDT 2925	Technical Practicum II	0	10	0	5
SPT 1113	Oral Communication	3	0	0	3
	Social/Behavioral Science Elective				3
TOTAL					**17**

COMPLETION AWARD: Associate in Applied Science Degree

COMMERCIAL ART TECHNOLOGY

Program Description: This program is designed to prepare students for employment in the field of commercial art. The curriculum involves basic and advanced commercial art techniques. The emphasis is on preparing mechanical board art for reproduction. Both traditional commercial art techniques and desktop publishing utilizing graphic interface computers are taught. It also gives the student the opportunity to acquire the technical, art, marketing and related information necessary for job competency in the graphic arts industry.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ART 1313	Drawing I	0	6	0	3
ART 1413	Design I	0	6	0	3
CAT 1113	Graphic Design I	0	6	0	3
ENG 1113	English Composition I	3	0	0	3
	Behavioral/Social Science Elective				3
TOTAL					**15**

1st Year	**2nd Semester**				
ART 1323	Drawing II	0	6	0	3
ART 1423	Design II	0	6	0	3
CAT 1123	Graphic Design II	0	6	0	3
CAT 1213	Introduction to Graphic Interface Computers	3	0	0	3
ENG 1123	English Composition II	3	0	0	3
MMT 1423	Advertising	2	2	0	3
TOTAL					**18**
2nd Year	**1st Semester**				
ART 1113	Art Appreciation	3	0	0	3
CAT 2313	Basic Advertising Design I	0	6	0	3
CAT 2413	Rendering Techniques	0	6	0	3
MMT 1113	Applied Marketing	2	2	0	3
	Mathematics/Science Elective				3
	Elective				3
TOTAL					**18**
2nd Year	**2nd Semester**				
CAT 2133	Commercial Design & Advertising Studio	1	4	0	3
CAT 2323	Basic Advertising Design II	0	6	0	3
CAT 2333	Practical Advertising Techniques	0	6	0	3
SPT 1113	Oral Communications	3	0	0	3
	Humanities/Fine Arts Elective				3
TOTAL					**15**
COMPLETION AWARD: Associate in Applied Science Degree					**66**

COMPUTER PROGRAMMING TECHNOLOGY (1 + 1)

Program Description: The Computer Programming Technology curriculum is a two-year program of study designed to prepare the student for entry-level employment and advancement in computer programming and systems analysis. Successful completion of the first year of this program entitles a student to receive a computer operations certificate. The Associate in Applied Science Degree is earned upon successful completion of the Computer Programming Technology curriculum.

Campus Location(s): Raymond and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ACC 1213	Principles of Accounting I	3	0	0	3
BOT 1313	Applied Business Mathematics	3	0	0	3
CPT 1114	Introduction to Computers	3	2	0	4
CPT 1214	Computer Concepts and Programming Logic	3	2	0	4
ENG 1113	English Composition I	3	0	0	3
TOTAL					**17**
1st Year	**2nd Semester**				
ACC 1223	Principles of Accounting II	3	0	0	3
BOT 2713	Advanced Microcomputer Applications	2	2	0	3
CPT 1313	Computer Operations	2	2	0	3
	Behavioral/Social Science Elective				3
	Programming Language Elective				4
TOTAL					**16**
COMPLETION AWARD: Technical Certificate (One Year)					**34**
2nd Year	**1st Semester**				
BOT 1213	Professional Development	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
	Mathematics/Science Elective				3
	Programming Language Electives				8
TOTAL					**17**

2nd Year	**2nd Semester**				
BOT 2813	Business Communications (or MMT 1213 Principles of Management)	3	0	0	3
CPT 2324	Systems Analysis and Design	3	2	0	4
ENG 1123	English Composition II	3	0	0	3
	Programming Language Electives				8
TOTAL					**18**
COMPLETION AWARD: Associate in Applied Science Degree					**68**
Approved Electives					
CPT 1224	BASIC Programming Language	3	2	0	4
CPT 1234	Introduction to RPG Programming Language	3	2	0	4
CPT 1244	Introduction to COBOL Programming Language	3	2	0	4
CPT 1254	Fortran Programming Language (or CSC 1313)	3	2	0	4
CPT 2264	Advanced RPG Programming Language	3	2	0	4
CPT 2274	Advanced COBOL Programming Language	3	2	0	4
CPT 2284	C Programming Language (or CSC 2133)	3	2	0	4

COURT REPORTING TECHNOLOGY

Program Description: The Court Reporting Technology curriculum is designed to prepare a person for entry-level employment as an appointed and/or freelance court reporter.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BOT 1213	Professional Development	3	0	0	3
BOT 1313	Applied Business Math	3	0	0	3
BOT 1413	Records Management	3	0	0	3
BOT 1713	Mechanics of Communication	3	0	0	3
LET 1113	Legal Systems and Terminology	3	0	0	3
LET 1413	Stenograph Machine Shorthand I	2	2	0	3
TOTAL					**18**
1st Year	**2nd Semester**				
BAD 2413	Legal Environment of Business	3	0	0	3
BOT 1143	Word Processing Applications	2	2	0	3
BOT 1613	Medical Office Terminology I	3	0	0	3
LET 1423	Stenograph Machine Shorthand II	2	2	0	3
LET 1513	Family Law	3	0	0	3
	Behavioral/Social Science Elective				3
TOTAL					**18**
Summer Session - 1st Term					
LET 1813	Speed Building I	2	2	0	3
TOTAL					**3**
Summer Session - 2nd Term					
LET 1823	Speed Building II	2	2	0	3
TOTAL					**3**
2nd Year	**1st Semester**				
BOT 1623	Medical Office Terminology II	2	2	0	3
ENG 1113	English Composition I	3	0	0	3
LET 2433	Stenograph Machine Shorthand III	2	2	0	3
LET 2613	Court Reporting Procedures	2	2	0	3
LET 2622	Court Reporting Technology	1	2	0	2
TOTAL					**14**
2nd Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
LET 2443	Stenograph Machine Shorthand IV	2	2	0	3
LET 2911	Internship for Court Reporters	0	0	3	1
SPT 1113	Oral Communications	3	0	0	3
	Mathematics/Science Elective				3
TOTAL					**13**
COMPLETION AWARD: Associate in Applied Science Degree					**69**

DENTAL ASSISTING TECHNOLOGY (1 + 1)

Program Description: The Dental Assisting curriculum is a one-year program of study designed to prepare the student for employment and advancement in the dental assisting field. The program includes lecture hours, lab hours, and supervised clinical experiences. In the clinical experiences, the student will assist the dentist at chairside both in private offices and at the University of Mississippi School of Dentistry. Graduates may become a Certified Dental Assistant (CDA) upon passing the certification examination offered by the Dental Assisting National Board. This program is accredited by the Commission on Dental Accreditation of the American Dental Association.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
DAT 1111	Dental Orientation	1	0	0	1
DAT 1214	Dental Assisting Materials	2	4	0	4
DAT 1313	Dental Science I	3	0	0	3
DAT 1415	Chairside Assisting I	2	6	0	5
DAT 1613	Dental Radiology I	2	2	0	3
SPT 1113	Oral Communications	3	0	0	3
TOTAL					**19**
1st Year	**2nd Semester**				
DAT 1323	Dental Science II	3	0	0	3
DAT 1423	Chairside Assisting II	2	2	0	3
DAT 1622	Dental Radiology II	0	4	0	2
DAT 1715	Practice Management & Applied Psychology	4	2	0	5
DAT 1812	Dental Health Education	2	0	0	2
DAT 1914	Supervised Clinical Experience I	0	0	16	4
TOTAL					**19**
Summer Session					
DAT 1433	Chairside Assisting III	2	2	0	3
DAT 1922	Supervised Clinical Experience II	0	0	8	2
ENG 1113	English Composition I	3	0	0	3
TOTAL					**8**
COMPLETION AWARD: Technical Certificate (One Year)					**46**
2nd Year	**1st Semester**				
CPT 1114	Introduction to Computers	3	2	0	4
ENG 1123	English Composition II	3	0	0	3
	Behavioral/Social Science Elective				3
	Mathematics/Science Electives				6
	Elective				3
TOTAL					**19**
COMPLETION AWARD: Associate In Applied Science Degree					**65**

DIESEL EQUIPMENT TECHNOLOGY

Program Description: The Diesel Equipment Technology Program is an instructional program that provides students with competencies required to maintain and repair a variety of industrial diesel equipment, including agricultural tractors, commercial trucks, and construction equipment. It includes instruction in inspection, repair, and maintenance of engines, power trains, hydraulic systems, and other components. The curriculum is based upon the *ASE Certification for Medium/Heavy Truck Technician Training Programs.* This document serves as a national standard for certification of medium/heavy truck technician training programs.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
DET 1114	Fundamentals of Equipment Mechanics	2	4	0	4
DET 1213	Hydraulic Brake Systems	1	4	0	3
DET 1223	Electrical/Electronic Systems	1	4	0	3
DET 1613	Preventive Maintenance and Service	1	4	0	3
DET 1713	Power Trains	1	4	0	3
TOTAL					**16**

1st Year	**2nd Semester**				
DET 1313	Diesel Fuel Systems	1	4	0	3
DET 1513	Hydraulics	1	4	0	3
DET 2324	Computerized Engine Control Systems	2	4	0	4
DET 2623	Advanced Brake Systems	1	4	0	3
DET 2813	Air Conditioning and Heating Systems	1	4	0	3
TOTAL					**16**
Summer Session					
	Elective				3
	Elective				3
TOTAL					**6**
2nd Year	**1st Semester**				
DET 1234	Engine Rebuilding	2	4	0	4
DET 2244	Engine Troubleshooting and Tune-Up	2	4	0	4
DET 2253	Suspension and Steering Systems	1	4	0	3
	Elective				3
TOTAL					**14**
Approved Electives:					
DET 2113	Welding for DET	1	4	0	3
DET 2236	Auxiliary Systems	2	8	0	6
DET 2823	Transport Refrigeration	1	4	0	3

After completion of course of study above, a student will receive a certificate in Diesel Equipment Technology.

DRAFTING & DESIGN TECHNOLOGY
Architectural Drafting Technology Option

Program Description: Architectural Drafting Technology Option provides students with specialized skills in the architectural drafting and design field.

Campus Location(s): Jackson Campus-Academic/Technical Center, Raymond, and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
DDT 1115	Fundamentals of Drafting	2	6	0	5
DDT 1213	Construction Materials	2	2	0	3
ENG 1113	English Composition I	3	0	0	3
RST 1623	Technical Mathematics	3	0	0	3
	Behavioral/Social Science Elective				3
TOTAL					**17**
1st Year	**2nd Semester**				
DDT 1123	Machine Drafting I	2	2	0	3
DDT 1133	Descriptive Geometry	2	2	0	3
DDT 1316	Principles of Computer Aided Drafting (CAD)	2	6	0	5
DDT 2233	Cost Estimating	2	2	0	3
ENG 1123	English Composition II	3	0	0	3
TOTAL					**17**
2nd Year	**1st Semester**				
DDT 1413	Elementary Surveying	1	4	0	3
DDT 1613	Architectural Design I	1	4	0	3
DDT 2325	Advanced Computer Aided Drafting (CAD)	2	6	0	5
DDT 2423	Mapping & Topography	2	2	0	3
DDT 2623	Architectural Design II	1	4	0	3
TOTAL					**17**
2nd Year	**2nd Semester**				
DDT 2223	Structural Drafting	2	2	0	3
DDT 2336	Computer Aided Design II	4	4	0	6
	Mathematics/Science Electives				6
TOTAL					**15**
COMPLETION AWARD: Associate in Applied Science Degree					**66**

Approved Electives:

CPT 1114	Introduction to Computers
DDT 2143	Machchine Drafting II
DDT 2243	Statics and Strengths of Materials
DDT 2433	Land Surveying Laboratory
DDT 2523	Survey of Electricity
DDT 2533	Electrical and Piping Drafting
DDT 2915	Special Project I
EET 1613	Systems Programming

DRAFTING AND DESIGN TECHNOLOGY
General Drafting Technology Option (1+1)

Program Description: The General Drafting Technology Option allows students to obtain skills and knowledge related to several fields of the drafting and design industry.

Campus Location(s): Jackson Campus-Academic/Technical Center, Raymond, and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
DDT 1115	Fundamentals of Drafting	2	6	0	5
DDT 1213	Construction Materials	2	2	0	3
ENG 1113	English Composition I	3	0	0	3
RST 1623	Technical Mathematics (or College Algebra)	3	0	0	3
	Behavioral/Social Science Elective				3
TOTAL					**17**
1st Year	**2nd Semester**				
DDT 1123	Machine Drafting I	2	2	0	3
DDT 1133	Descriptive Geometry	2	2	0	3
DDT 1315	Principles of Computer Aided Drafting (CAD)	2	6	0	5
DDT 2233	Cost Estimating	2	2	0	3
ENG 1123	English Composition II	3	0	0	3
TOTAL					**17**
COMPLETION AWARD: Technical Certificate (One Year)					**34**
2nd Year	**1st Semester**				
DDT 1413	Elementary Surveying	1	4	0	3
DDT 1613	Architectural Design I	1	4	0	3
DDT 2325	Advanced Computer Aided Drafting (CAD)	2	6	0	5
DDT 2423	Mapping & Topography	2	2	0	3
DDT 2623	Architectural Design II	1	4	0	3
TOTAL					**17**
2nd Year	**2nd Semester**				
DDT 2213	Highway Drafting	2	2	0	3
DDT 2223	Structural Drafting	2	2	0	3
DDT 2915	Special Project I	2	6	0	5
	Mathematics/Science Electives				6
TOTAL					**17**
COMPLETION AWARD: Associate in Applied Science Degree					**72**

Approved Electives:

CPT 1114	Introduction to Computers
DDT 1713	Introduction to Machine Processes
DDT 2143	Machine Drafting II
DDT 2243	Statics and Strengths of Materials
DDT 2433	Land Surveying Laboratory
DDT 2523	Survey of Electricity
DDT 2533	Electrical and Piping Drafting
DDV 2813	Steel Ship Building and Design
EET 1613	Systems Programming

DRAFTING AND DESIGN TECHNOLOGY
Geographic Information Systems Technology Option

Program Description: Geographic Information Systems (GIS) is an integrated database management system in which geographic or spatial relationships are used to store, organize, retrieve, and analyze resource data for use in the decision making process. The need for specialists in this area has become readily apparent with the rapid development and implementation of GIS Technology.

Campus Location(s): Jackson Campus-Academic/Technical Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
CPT 1114	Introduction to Computers	3	2	0	4
DDT 1115	Fundamentals of Drafting	2	6	0	5
DDT 1413	Elementary Surveying	1	4	0	3
ENG 1113	English Composition I	3	0	0	3
MAT 1313	College Algebra	3	0	0	3
TOTAL					**18**
1st Year	**2nd Semester**				
DDT 1133	Descriptive Geometry (or MAT 1323)	2	2	0	3
DDT 1223	Cartography	2	2	0	3
DDT 1315	Principles of Computer Aided Drafting (CAD)	2	6	0	5
ENG 1123	English Composition II	3	0	0	3
GEO 1123	Introduction to Geography	3	0	0	3
TOTAL					**17**
2nd Year	**1st Semester**				
DDT 2113	Database Construction & Maintenance	2	2	0	3
DDT 2123	Introduction to Geographic Information Systems	2	2	0	3
DDT 2133	Aerial Photography Interpretation and Remote Sensing	2	2	0	3
DDT 2423	Mapping & Topographic	2	2	0	3
PHY 2414	General Physics I (or RST 2414)	3	2	0	4
TOTAL					**16**
2nd Year	**2nd Semester**				
DDT 2253	Fundamentals of Global Positioning Systems	3	0	0	3
DDT 2263	Advanced Geographic Information Systems	1	4	0	3
DDT 2273	Advanced Remote Sensing	2	2	0	3
DDT 2286	Geographic Information Sytems (GIS) Internship	0	0	18	6
GLY 1111	Physical Geology Laboratory	0	2	0	1
GLY 1113	Physical Geology	3	0	0	3
TOTAL					**19**
COMPLETION AWARD: Associate in Applied Science Degree					**70**

DRAFTING AND DESIGN TECHNOLOGY
Mechanical Drafting Technology Option

Program Description: The Mechanical Drafting Technology Option allows students to emphasize skills and knowledge related to mechanical occupations.

Campus Location(s): Jackson Campus-Academic/Technical Center, Raymond, and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
DDT 1115	Fundamentals of Drafting	2	6	0	5
DDT 1213	Construction Materials	2	2	0	3
ENG 1113	English Composition I	3	0	0	3
MAT 1313	College Algebra (or RST 1623)	3	0	0	3
	Behavioral/Social Science Elective				3
TOTAL					**17**

1st Year	**2nd Semester**				
DDT 1123	Machine Drafting I	2	2	0	3
DDT 1133	Descriptive Geometry	2	2	0	3
DDT 1315	Principles of Computer Aided Drafting (CAD)	2	6	0	5
DDT 2233	Cost Estimating	2	2	0	3
ENG 1123	English Composition II	3	0	0	3
TOTAL					**17**
2nd Year	**1st Semester**				
DDT 1613	Architectural Drafting I	1	4	0	3
DDT 2143	Machine Drafting II	2	2	0	3
DDT 2325	Advanced Computer Aided Drafting (CAD)	2	6	0	5
DDT 2533	Electrical & Piping Drafting	2	2	0	3
TOTAL					**14**
2nd Year	**2nd Semester**				
DDT 2213	Highway Drafting	2	2	0	3
DDT 2223	Structural Drafting	2	2	0	3
DDT 2915	Special Project I	2	6	0	5
	Mathemathics/Science Electives				6
TOTAL					**17**

COMPLETION AWARD: Associate in Applied Science Degree **65**

ELECTRICAL AND ELECTRONICS TECHNOLOGY
BIOMEDICAL TECHNOLOGY OPTION

Program Description: This program prepares students to become responsible for testing, repairing, and maintaining equipment used in hospitals and other medical environments. A graduate of this program should possess the capability of working and communicating with Biomedical Engineers, Biomedical Service Administrators, and other medical personnel.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BIO 2511	Anatomy & Physiology Laboratory I	0	1	0	1
BIO 2513	Anatomy & Physiology I	3	0	0	3
BMT 1111	Orientation to Biomedical Careers	1	0	0	1
EET 1102	Fundamentals of Electronics	1	2	0	2
EET 1114	DC Circuits	2	4	0	4
ENG 1113	English Composition I	3	0	0	3
MAT 1313	College Algebra	3	0	0	3
TOTAL					**17**
1st Year	**2nd Semester**				
BIO 2521	Anatomy & Physiology Laboratory II	0	1	0	1
BIO 2523	Anatomy & Physiology II	3	0	0	3
EET 1123	AC Circuits	2	2	0	3
EET 1314	Solid State Devices and Circuits	2	4	0	4
EET 1613	Computer Fundamentals for Electronics	2	2	0	3
ENG 1123	English Composition II	3	0	0	3
TOTAL					**17**
2nd Year	**1st Semester**				
BMT 2115	Biomedical Internship I	2	6	0	5
EET 1214	Digital Electronics	3	2	0	4
EET 1324	Microprocessors	2	4	0	4
EET 2334	Linear Integrated Circuits	3	2	0	4
TOTAL					**17**

2nd Year	**2nd Semester**				
BMT 2225	Biomedical Internship II	2	6	0	5
EET 2414	Electronic Communications	2	4	0	4
EET 2423	Fundamentals of Fiber Optics	2	2	0	3
EET 2514	Interfacing Techniques	2	4	0	4
	Social/Behavioral Science Elective				3
TOTAL					**19**

COMPLETION AWARD: Associate in Applied Science Degree **70**

ELECTRICAL AND ELECTRONICS TECHNOLOGY
COMMUNICATIONS ELECTRONICS REPAIR TECHNOLOGY OPTION

Program Description: Communications Electronics Repair prepares individuals to assemble, install, operate and maintain communications equipment and systems; including one- and two-way communications systems, home entertainment systems, and other communications equipment. Instruction is included in the use and repair of the actual equipment.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
EET 1114	DC Circuits	2	4	0	4
EET 1123	AC Circuits	2	2	0	3
EET 1214	Digital Electronics	3	2	0	4
EET 2414	Electronic Communication	2	4	0	4
TOTAL					**15**
1st Year	**2nd Semester**				
EET 1314	Solid State Devices and Circuits	2	4	0	4
EET 2813	Video Systems	2	2	0	3
CET 1113	Satellite Systems	1	4	0	3
CET 2323	Video Recording Systems Lab	0	6	0	3
CET 2823	Video Systems Repair Lab	0	6	0	3
TOTAL					**16**
Summer Session					
CET 2223	Diagnostics and Troubleshooting Lab	0	6	0	3
CET 2923	Supervised Work Experience	0	0	30	3
TOTAL					**6**

After completion of course of study above, a student will receive a certificate in Communications Electronics Repair.

ELECTRICAL AND ELECTRONICS TECHNOLOGY
COMPUTER SERVICING TECHNOLOGY OPTION (1+1)

Program Description: Computer Servicing Technology is an instructional program that prepares individuals to install, operate, maintain, service, and diagnose operational problems in computer systems arising from mechanical or electrical malfunctions in computer units or systems. Courses in the Computer Servicing Technology program describe the electrical circuits and mechanical devices used in computer construction and their combination into a total computer system.

Campus Location(s): Jackson Campus-Academic/Technical Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
CPT 1114	Introduction to Computers	3	2	0	4
EET 1102	Fundamentals of Electronics	1	2	0	2
EET 1114	DC Circuits	2	4	0	4
EET 1214	Digital Electronics	3	2	0	4
	Mathematics/Science Elective				3
TOTAL					**17**

1st Year	**2nd Semester**				
CST 1213	Failure Analysis	1	4	0	3
EET 1123	AC Circuits	2	2	0	3
EET 1314	Solid State Devices and Circuits	2	4	0	4
EET 1324	Microprocessors	2	4	0	4
ENG 1113	English Composition I	3	0	0	3
TOTAL					**17**
COMPLETION AWARD: Technical Certificate (One Year)					**34**
2nd Year	**1st Semester**				
CST 2113	Computer Servicing Laboratory I	0	6	0	3
EET 2514	Interfacing Techniques	2	4	0	4
ENG 1123	English Composition II	3	0	0	3
	Technical Elective				3
	Technical Elective				4
TOTAL					**17**
2nd Year	**2nd Semester**				
CST 2123	Computer Servicing Laboratory II	0	6	0	3
EET 2334	Linear Integrated Circuits	3	2	0	4
SPT 1113	Oral Communications	3	0	0	3
	Behavioral/Social Science Elective				3
	Technical Elective				4
TOTAL					**17**
COMPLETION AWARD: Associate in Applied Science Degree					**68**
Technical Electives					
CST 2913	Special Project	0	6	0	3
CST 2923	Supervised Work Experience				3
EET 1713	Drafting for Electronic/Electrical Technology	1	4	0	3
EET 2423	Fundamentals of Fiber Optics	2	2	0	3
TCT 1114	Fundamentals of Telecommunications	3	2	0	4
TCT 2324	Digital Communications	2	4	0	4
TCT 2424	Network Systems	2	4	0	4

ELECTRICAL AND ELECTRONICS TECHNOLOGY
ELECTRICAL TECHNOLOGY OPTION

Program Description: The Postsecondary Electrical Technology program prepares individuals to install, maintain, and repair electrically-energized systems such as residential, commercial, and industrial electric wiring, and AC motors, controls, and electrical distribution panels. Instruction in the use of test equipment is included.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ELT 1102	Fundamentals of Electricity	1	2	0	2
ELT 1113	Residential/Light Commercial Wiring	2	2	0	3
ELT 1123	Commercial and Industrial Wiring	2	2	0	3
ELT 1253	Branch Circuit and Service Entrance Calculations	2	2	0	3
ELT 1263	Blueprint Reading/Planning the Residential Installation	2	2	0	3
ELT 1273	Switching Circuits	2	2	0	3
TOTAL					**17**
1st Year	**2nd Semester**				
ELT 1213	Electrical Power	2	2	0	3
ELT 1223	Motor Maintenance and Troubleshooting	2	2	0	3
ELT 1283	Estimating Cost of Residential Installation	2	2	0	3
ELT 1413	Motor Control Systems	2	2	0	3
ELT 2913	Special Project	0	6	0	3
TOTAL					**15**

Summer Session					
ELT 2923	Supervised Work Experience	0	0	30	3
TOTAL					**3**

After completion of course of study above, a student will receive a certificate in Electrical Technology.

ELECTRICAL AND ELECTRONICS TECHNOLOGY
ELECTRONICS TECHNOLOGY OPTION

Program Description: The purpose of the Electronics Technology curriculum is to provide instruction necessary for a student to become a competent electronic technician. A graduate of this curriculum will be eligible for entry level employment into any of the options in electronics and will be capable of correlating the activities of scientific research, engineering, and production for a wide variety of occupational fields. A graduate of the Electronics Technology curriculum will possess the capability of working and communicating directly with engineers, scientists, and other technical personnel in their specialized area.
Campus Location(s): Rankin, Raymond, and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
EET 1102	Fundamentals of Electronics	1	2	0	2
EET 1114	DC Circuits	2	4	0	4
EET 1214	Digital Electronics	3	2	0	4
	Computer Related Elective				3
	*Mathematics/Science Elective (Math must be level 4)				3
TOTAL					**16**
1st Year	**2nd Semester**				
EET 1123	AC Circuits	2	2	0	3
EET 1314	Solid State Devices and Circuits	2	4	0	4
EET 1324	Microprocessors	2	4	0	4
ENG 1113	English Composition I	3	0	0	3
	Technical Elective				3
TOTAL					**17**
2nd Year	**1st Semester**				
EET 2334	Linear Integrated Circuits	3	2	0	4
EET 2414	Electronics Communications	2	4	0	4
ENG 1123	English Composition II	3	0	0	3
	Technical Elective				4
TOTAL					**15**
2nd Year	**2nd Semester**				
EET 2514	Interfacing Techniques	2	4	0	4
SPT 1113	Oral Communications	3	0	0	3
	Behavioral/Social Science Elective				3
	Technical Elective				6
TOTAL					**16**

COMPLETION AWARD: Associate in Applied Science Degree

Technical Electives					
CPT 1114	Introduction to Computers	3	2	0	4
EET 1613	Computer Fundamentals for Electronics	2	2	0	3
EET 1713	Drafting for Electronics/Electrical Technology	1	4	0	3
EET 2423	Fundamentals of Fiber Optics	2	2	0	3
EET 2813	Video Systems	2	2	0	3
EET 2913	Special Project	1-3	2-6	0	1-3
ELT 2923	Supervised Work Experience				1-6

ELECTRICAL AND ELECTRONICS TECHNOLOGY
TELECOMMUNICATIONS TECHNOLOGY OPTION

Program Description: This two-year program is designed to prepare students for a wide range of technical positions within the Telecommunications industry. Specific preparation is in modes, techniques, and mediums of voice, and data transmissions and reception. Emphasis is on the telephone instrument, key systems, analog and digital voice communications, data communications, fiber optics applications, satellite and microwave communications and integrated services digital network (ISDN). Graduates will be qualified to help select, install, operate, maintain, troubleshoot, and repair telecommunications systems.

Campus Location(s): Jackson Campus-Academic/Technical Center and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
CPT 1114	Introduction to Computers	3	2	0	4
EET 1102	Fundamentals of Electronics	1	2	0	2
EET 1114	DC Circuits	2	4	0	4
TCT 1114	Fundamentals of Telecommunications	3	2	0	4
	Mathematics/Science Elective				3
TOTAL					**17**
1st Year	**2nd Semester**				
EET 1123	AC Circuits	2	2	0	3
EET 1214	Digital Electronics	3	2	0	4
EET 1314	Solid State Devices and Circuits	2	4	0	4
TCT 2214	Telephone Systems	3	2	0	4
	Technical Elective				3
TOTAL					**18**
2nd Year	**1st Semester**				
EET 2414	Electronic Communications	2	4	0	4
EET 2423	Fundamentals of Fiber Optics	2	2	0	3
ENG 1113	English Composition I	3	0	0	3
	Behavioral/Social Science Elective				3
	Technical Elective				4
TOTAL					**17**
2nd Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
TCT 2324	Digital Communications	3	2	0	4
TCT 2414	Microwave and Satellite Systems	3	2	0	4
	Technical Elective				4
TOTAL					**18**
COMPLETION AWARD: Associate in Applied Science Degree					**70**
Technical Electives					
CST 1213	Failure Analysis	1	4	0	3
EET 1324	Microprocessors	2	4	0	4
EET 1713	Drafting for Electronic/Electrical Technology	1	4	0	3
EET 2334	Linear Integrated Circuits	3	2	0	4
EET 2414	Electronic Communications	2	4	0	4
MFT 2313	Statistical Process Control				3
TCT 2224	PBX Systems	2	4	0	4
TCT 2314	Fundamentals of Digital Communications	0	2	0	4
TCT 2424	Network Systems	2	4	0	4
TCT 2913	Special Project	0	6	0	3
TCT 2923	Supervised Work Experience				3

EMERGENCY MEDICAL TECHNOLOGY - PARAMEDIC (1 + 1)
(Program in Cooperation with the University of Mississippi Medical Center)

Program Description: This program is designed for students who are planning to complete the professional, technical and clinical education component of the paramedic program at the University of Mississippi Medical Center. Entrance into the Emergency Medical Technology program is according to admission requirements for allied health programs. Students completing the one year certificate program are eligible for acceptance into the second year component at the University Medical Center. Graduates are eligible to take the certification examination given by the National Registry of Emergency Medical Technicians.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center (1st year)
University of Mississippi Medical Center (2nd year)

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BIO 2513	Human Anatomy & Physiology I	3	0	0	3
BIO 2511	Human Anatomy & Physiology Laboratory I	0	2	0	1
EMT 1116	Emergency Medical Technology-Basic	4	4	0	6
ENG 1113	English Composition I	3	0	0	3
MAT 1233	Intermediate Algebra	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
TOTAL					**19**
1st Year	**2nd Semester**				
BIO 2523	Human Anatomy & Physiology II	3	0	0	3
BIO 2521	Human Anatomy & Physiology Laboratory II	0	2	0	1
CHE 1313	Principles of Chemistry I	3	0	0	3
CHE 1311	Principles of Chemistry I Laboratory	0	3	0	1
ENG 1123	English Composition II	3	0	0	3
PSY 1513	General Psychology I	3	0	0	3
SOC 2113	Introduction to Sociology	3	0	0	3
TOTAL					**17**
COMPLETION AWARD: Technical Certificate (Emergency Medical Technician-Basic)					**36**
2nd Year	**1st Semester - (University of Mississippi Medical Center)**				
EMT 101	Introduction to Paramedicine	1	0	0	1
EMT 102	Applied Anatomy & Physiology	2	0	0	2
EMT 103	Fluids, Electrolytes and Shock	1	0	0	1
EMT 104	Foundations of Emergency Care	1	0	0	1
EMT 105	Clinic I	0	0	1	1
EMT 106	Field Internship I	0	0	2	2
EMT 117	Laboratory I	0	3	0	3
EMT 124	Cardiology	2	0	0	2
TOTAL					**13**
2nd Year	**2nd Semester - (University of Mississippi Medical Center)**				
EMT 107	Pulmonary Conditions	1	0	0	1
EMT 108	Pharmacology	2	0	0	2
EMT 109	Cardiology II	1	0	0	1
EMT 110	Trauma	1	0	0	1
EMT 111	OB/GYN/PEDS	1	0	0	1
EMT 112	Medical Urgencies/Emergencies III	2	0	0	2
EMT 113	Clinical II	0	0	2	2
EMT 118	Laborary II	0	0	1	3
EMT 119	EMS Supervision/Management	1	0	0	1
TOTAL					**14**
2nd Year	**Summer Semester - (University of Mississippi Medical Center)**				
EMT 114	Clinic III	0	0	1	1
EMT 115	Field Internship II	0	0	6	6
TOTAL					**7**
COMPLETION AWARD: Associate in Applied Science Degree (Emergency Medical Technician-Paramedic)					**70**

Note(s):1) Upon completion of the sophomore year courses at UMMC, students will have their official UMMC transcript forwarded to HCC and complete an HCC degree application for the AAS Degree to be awarded.

2) Students who are taking only the EMT-Basic course, TEM 1116, are not eligible to receive financial aid. However, students taking TEM 1116 in conjunction with the EMT 1 + 1 program may be eligible for financial aid.

FIRE PROTECTION TECHNOLOGY SPECIALITY OPTION

Program Description: An Associate Degree Program designed to improve the knowledge and skills of those individuals currently serving in the career and volunteer fire service and to prepare those individuals for management and technical specialty positions.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
General Education Requirements:					
ENG 1113	English Composition I	3	0	0	3
ENG 1123	English Composition II	3	0	0	3
SPT 1113	Oral Communication	3	0	0	3
	Behavioral/Social Science Elective	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Mathematics/Science Elective	3	0	0	3
TOTAL					**18**
Fire Protection Core Requirements:					
FFT 1113	Introduction to Fire Science	3	0	0	3
FFT 1123	Introduction to Fire Prevention	3	0	0	3
FFT 1213	Firefighting Principles and Practices	3	0	0	3
FFT 1223	Fire Apparatus and Equipment	3	0	0	3
FFT 2313	Fire Service Hydraulics	3	0	0	3
FFT 2323	Building Construction	3	0	0	3
FFT 2333	Fire Fighter Safety	3	0	0	3
FFT 2413	Strategy and Tactics	3	0	0	3
FFT 2423	Incident Management Systems	3	0	0	3
TOTAL					**27**
FIRE PROTECTION SPECIALTY OPTIONS (Choose One)					
Fire Prevention Option					
FFT 1513	Building and Fire Codes	3	0	0	3
FFT 2513	Fire Protection Systems	3	0	0	3
FFT 2523	Fire Inspection	3	0	0	3
FFT 2533	Public Fire Education	3	0	0	3
Hazardous Materials Option					
FFT 1613	Hazardous Materials	3	0	0	3
FFT 2613	Chemistry of Hazardous Materials	3	0	0	3
FFT 2623	Hazardous Materials Practices	3	0	0	3
FFT 2633	Hazardous Materials Incident Management	3	0	0	3
Arson Investigation Option					
FFT 1713	Fire Investigation	3	0	0	3
FFT 2713	Law of Evidence	3	0	0	3
FFT 2723	Evidence Analysis	3	0	0	3
FFT 2733	Criminal Law	3	0	0	3
Fire Administration Option					
FFT 1813	Fire Law	3	0	0	3
FFT 2813	Fire Department Management	3	0	0	3
FFT 2823	Fire Service Supervision	3	0	0	3
FFT 2833	Financial Management	3	0	0	3
TOTAL OPTION CREDITS					**12**
UNRESTRICTED ELECTIVES					**9**
COMPLETION AWARD: Associate in Applied Science Degree					**66**

FOOD PROCESSING TECHNOLOGY (1 + 1)

Program Description: The Food Processing Technology curriculum is designed to prepare men and women for challenging and satisfying jobs in the food processing and related industries. Career opportunities are available as quality control technician, food laboratory technician, and management trainee in the areas of sanitation, food inspection, purchasing, product development, sensory evaluation, product demonstrator, and sales of food ingredients and food processing equipment. Segments of industry employing food processing technicians include: meats, poultry, dairy products, seafood and catfish, milling, baking, beverages, delicatessen foods, canning, frozen foods, and further processing for the food service industry as an occupational area.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BIO 1132	General Biology I	2	0	0	2
BIO 1131	General Biology Laboratory I	0	2	0	1
ENG 1113	English Composition I	3	0	0	3
FPT 1113	Introduction to the Food Industry	3	0	0	3
FPT 1123	Computations in Food Processing	3	0	0	3
FPT 1132	Food Sensory Evaluation	2	0	0	2
FPT 1143	Food & Family Nutrition	3	0	0	3
TOTAL					**17**
1st Year	**2nd Semester**				
AGT 1111	Survey of Agriculture Technology	1	0	0	1
AGT 2313	Human Relations in Agribusiness	3	0	0	3
CHE 1313	Principles of Chemistry I	3	0	0	3
CHE 1311	Principles of Chemistry I Laboratory	0	3	0	1
FPT 1212	Food Plant Sanitation	2	0	0	2
FPT 1223	Food Inspection & Regulations	3	0	0	3
FPT 1233	Food Processing Technology	2	2	0	3
TOTAL					**16**
Summer Session					
FPT 1313	Food Internship I	0	0	9	3
FPT 1323	Food Internship II	0	0	9	3
TOTAL					**6**
COMPLETION AWARD: Technical Certificate (One Year)					**39**
2nd Year	**1st Semester**				
BIO 2923	Microbiology	3	0	0	3
BIO 2921	Microbiology Laboratory	0	2	0	1
CPT 1114	Introduction to Computers (or CSC 1113)	3	2	0	4
FPT 2113	Food Quality Control	2	2	0	3
PSY 1513	General Psychology I	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
TOTAL					**17**
2nd Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
FPT 2214	Food Microbiology	3	2	0	4
FPT 2223	Food Product Analysis	2	2	0	3
FPT 2233	New Product Development	3	0	0	3
TOTAL					**13**
COMPLETION AWARD: Associate in Applied Science Degree					**69**

HEALTH INFORMATION TECHNOLOGY
(Medical Record Technology)

Program Description: The Health Information Technology program is a two-year technical program leading to an Associate Degree which prepares the individual to work as a technical specialist in health record systems. Accredited by the Commission on the Accreditation of Allied Health Educational Programs (CAAHEP) in cooperation with the American Health Information Management Association's Council on Accreditation, the Health Information Technology program prepares graduates to write the national accreditation examination for the Accredited Record Technician.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BIO 2511	Human Anatomy and Physiology Laboratory I	0	2	0	1
BIO 2513	Human Anatomy and Physiology I	3	0	0	3
BOT 1123	Word Processing Applications	2	2	0	3
ENG 1113	English Composition I	3	0	0	3
HIT 1213	Medical Terminology	3	0	0	3
HIT 1311	Health Care Delivery Systems	1	0	0	1
PSY 1513	General Psychology I	3	0	0	3
TOTAL					**17**
1st Year	**2nd Semester**				
BIO 2521	Human Anatomy and Physiology Laboratory II	0	2	0	1
BIO 2523	Human Anatomy and Physiology II	3	0	0	3
ENG 1123	English Composition Ii	3	0	0	3
HIT 1114	Health Record Systems I	3	2	0	4
SPT 1113	Oral Communications	3	0	0	3
TOTAL					**14**
Summer Session					
HIT 1123	Survey of Health Information Systems	3	0	0	3
HIT 1512	Directed Practice I	0	0	6	2
TOTAL					**5**
2nd Year	**1st Semester**				
HIT 1322	Health Care Law & Ethics	2	0	0	2
HIT 1413	Disease I	3	0	0	3
HIT 2123	Health Record Systems II	2	2	0	3
HIT 2222	Medical Transcription	1	2	0	2
HIT 2522	Directed Practice II	0	0	6	2
HIT 2614	Coding Systems I	3	2	0	4
TOTAL					**16**
2nd Year	**2nd Semester**				
HIT 2133	Health Statistics	2	2	0	3
HIT 2423	Disease II	3	0	0	3
HIT 2523	Directed Practice II	0	0	6	2
HIT 2624	Coding Systems II	3	2	0	4
HIT 2713	Health Care Supervision	3	0	0	3
HIT 2811	Performance Improvement Techniques	1	0	0	1
HIT 2912	Computers in Health Care	2	0	0	2
TOTAL					**18**
COMPLETION AWARD: Associate in Applied Science Degree					**70**

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY
CULINARY ARTS TECHNOLOGY OPTION (1 + 1)

Program Description: The Culinary Arts Technology certificate and Associate in Applied Science Degree programs prepare chefs and managers for the food service industry.

Campus Location(s): Jackson Campus-Academic/Technical Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BOT 1313	Applied Business Mathematics	3	0	0	3
CUT 1114	Culinary Principles I	2	4	0	4
CUT 1314	American Regional Cuisine	2	4	0	4
ENG 1113	English Composition I	3	0	0	3
HRT 1111	Leadership Development I	1	0	0	1
HRT 1113	Introduction to Hospitality Industry	3	0	0	3
HRT 1213	Sanitation & Safety	3	0	0	3
TOTAL					**21**
1st Year	**2nd Semester**				
CUT 1213	Dining Room Management	3	0	0	3
CUT 1224	Culinary Principles II	2	4	0	4
CUT 1243	Menu and Facilities Planning	3	0	0	3
CUT 1253	Purchasing and Receiving	2	2	0	3
HRT 1121	Leadership Development II	1	0	0	1
HRT 1613	Hospitality Human Resources Management	3	0	0	3
TOTAL					**17**
Summer Session					
CUT 1256	Culinary Arts Externship	0	0	18	6
TOTAL					**6**
COMPLETION AWARD: Technical Certificate (One Year)					**40**
2nd Year	**1st Semester**				
CUT 2124	Principles of Baking	2	4	0	4
ENG 1123	English Composition II	3	0	0	3
HRT 2111	Leadership Development III	1	0	0	1
HRT 2413	Hospitality Supervision	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
	Behavioral/Social Science Elective				3
TOTAL					**17**
2nd Year	**2nd Semester**				
CUT 2163	Restaurant and Catering Operations	3	0	0	3
CUT 2213	Garde Manger	1	4	0	3
CUT 2214	Continental and Classical Cuisine	2	4	0	4
CUT 2424	International Cuisines	2	4	0	4
HEC 1253	Nutrition	3	0	0	3
HRT 2121	Leadership Development IV	1	0	0	1
	Mathematics/Science Elective				3
TOTAL					**21**
COMPLETION AWARD: Associate in Applied Science Degree					**74**

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY
HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY OPTION

Program Description: The Hotel and Restaurant Management Technology program prepares graduates for a wide range of entry-level management positions in hotels, motels and restaurants, including food and beverage, front office, housekeeping, marketing and sales.

Campus Location(s): Jackson Campus-Academic/Technical Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BOT 1313	Applied Business Mathematics	3	0	0	3
ENG 1113	English Composition I	3	0	0	3
HRT 1111	Leadership Development I	1	0	0	1
HRT 1113	Introduction to Hospitality Industry	3	0	0	3
HRT 1213	Sanitation & Safety	3	0	0	3
HRT 2413	Hospitality Supervision	3	0	0	3
TOTAL					**16**
1st Year	**2nd Semester**				
HRT 1121	Leadership Development II	1	0	0	1
HRT 1313	Housekeeping Management	3	0	0	3
HRT 1413	Front Office Procedures	3	0	0	3
HRT 1514	Food Production and Service	2	4	0	4
HRT 2523	Food and Beverage Management	2	2	0	3
HRT 2713	Food and Beverage Control	3	0	0	3
TOTAL					**18**
COMPLETION AWARD: Technical Certificate (One Year)					**34**
2nd Year	**1st Semester**				
ACC 1213	Principles of Accounting I	3	0	0	3
ENG 1123	English Composition II	3	0	0	3
HRT 1613	Hospitality Human Resources Management	3	0	0	3
HRT 2111	Leadership Development III	1	0	0	1
SPT 1113	Oral Communications	3	0	0	3
	Behavioral/Social Science Elective				3
TOTAL					**16**
2nd Year	**2nd Semester**				
BAD 2413	Legal Environment of Business I	3	0	0	3
CPT 1114	Introduction to Computers	3	2	0	4
HRT 2121	Leadership Development IV	1	0	0	1
HRT 2623	Marketing Hospitality Services	3	0	0	3
HRT 2816	Hotel/Restaurant Internship	0	2	15	6
	Mathematics/Science Elective				3
TOTAL					**19**
COMPLETION AWARD: Associate in Applied Science Degree					**69**

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY
TRAVEL AND TOURISM MANAGEMENT TECHNOLOGY OPTION

Program Description: The Travel and Tourism concentration provides specialized instruction and practice to prepare students for careers in tourism occupations. Successful completion of the two-year program leads to an Associate of Applied Science Degree. A student may receive a certificate by successfully completing all technical courses listed in the Travel and Tourism Management Technology option.

Campus Location(s): Jackson Campus-Academic/Technical Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
HRT 1111	Leadership Development I	1	0	0	1
HRT 1113	Introduction to the Hospitality and Tourism Industry	3	0	0	3
HRT 1413	Front Office Procedures	3	0	0	3
HRT 2613	Hospitality Supervision	3	0	0	3
MMT 1313	Salesmanship	2	2	0	3
TTT 1113	The Professional Tour Guide	2	2	0	3
TOTAL					**19**
1st Year	**2nd Semester**				
CPT 1114	Introduction to Computers	3	2	0	4
HRT 1121	Leadership Development II	1	0	0	1
HRT 2713	Marketing Hospitality Services	3	0	0	3
SPT 1113	Oral Communication	3	0	0	3
TTT 1213	The Travel Agency	2	2	0	3
TTT 1313	Travel and Tourism Geography	2	2	0	3
TOTAL					**17**
2nd Year	**1st Semester**				
BOT 1313	Applied Business Math	3	0	0	3
CUT 2163	Restaurant and Catering Operations	3	0	0	3
HRT 1613	Hospitality Human Resources Management	3	0	0	3
HRT 2111	Leadership Development III	1	0	0	1
*	Behavioral/Social Science Elective				3
**	Math/Natural Science				3
TOTAL					**16**
2nd Year	**2nd Semester**				
ACC 1213	Principles of Accounting I	3	0	0	3
BAD 2413	Legal Environment of Business I	3	0	0	3
ENG 1123	English Composition II	3	0	0	3
HRT 2121	Leadership Development IV	1	0	0	1
MMT 2513	Entrepreneurship	2	2	0	3
TTT 2413	Seminar in Travel and Tourism	2	2	0	3
TTT 2513	Travel and Tourism Internship	0	0	?	3
TOTAL					**19**

* selected with approval of program advisor
** math must be MAT 1313 or higher

COMPLETION AWARD: Associate in Applied Science Degree **71**

INTERPRETER TRAINING TECHNOLOGY

Program Description: This is a two-year program which prepares students to interpret for Hearing Impaired individuals in educational, medical, job-related, and various other settings.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
IDT 1113	Introduction to Interpreting	3	0	0	3
IDT 1131	Expressive and Receptive Fingerspelling	1	0	0	1
IDT 1143	Foundations of Deafness	3	0	0	3
IDT 1164	American Sign Language I	3	2	0	4
PSY 1513	General Psychology I	3	0	0	3
TOTAL					**17**
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
IDT 1173	Transliterating I	3	0	0	3
IDT 1174	American Sign Language II	3	2	0	4
SPT 1113	Oral Communications	3	0	0	3
	Mathematic/Science Elective				3
TOTAL					**16**
2nd Year	**1st Semester**				
IDT 2123	American Sign Language III	3	0	0	3
IDT 2163	Sign to Voice Interpreting I	3	0	0	3
IDT 2173	Interpreting	3	0	0	3
IDT 2183	Transliterating II	3	0	0	3
SOC 2113	Introduction to Sociology	3	0	0	3
TOTAL					**15**
2nd Year	**2nd Semester**				
IDT 2153	Interpreting in Special Settings	3	0	0	3
IDT 2223	Educational Interpreting	3	0	0	3
IDT 2263	Sign to Voice Interpreting II	3	0	0	3
IDT 2424	Interpreting Practicum	1	0	9	4
	Elective				3
TOTAL					**16**

COMPLETION AWARD: Associate in Applied Science Degree

Approved Electives					
IDT 2313	Linguistics of American Sign Language	3	0	0	3
IDT 2323	Artistic Interpreting	3	0	0	3
IDT 2333	Legal Interpreting	3	0	0	3
IDT 2343	Multi-cultural Aspects of Hearing Impaired	3	0	0	3

LANDSCAPE MANAGEMENT TECHNOLOGY (1 + 1)

Program Description: The Landscape Management Technology program is designed to provide students with skills which could lead to employment in the landscape maintenance and landscape construction industries. Specific instruction is offered in the areas of landscape design; selection and care of plant materials; hard construction including concrete, wood, electrical and plumbing; equipment use and maintenance; and business management. Students may find employment with private landscape maintenance and construction firms, nursery and garden centers, interior scaping firms, government agencies such as colleges and park systems, golf courses. and large business or industrial complexes.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BIO 1314	Botany I	3	0	0	4
DDT 1115	Fundamentals of Drafting	2	6	0	5
HLT 1114	Plant Materials I	2	4	0	4
HLT 1411	Survey of Landscape Management	1	0	0	1
HLT 1614	Landscape Equipment Operation & Maintenance	3	2	0	4
TOTAL					**18**
1st Year	**2nd Semester**				
ENG 1113	English Composition I	3	0	0	3
HLT 1124	Plant Materials II	2	4	0	4
HLT 1513	Landscape Design I	1	4	0	3
	Approved Electives				6
TOTAL					**16**
Summer Session					
HLT 2913	Internship in Landscape Management	0	0	0	3
TOTAL					**3**
COMPLETION AWARD: Technical Certificate (One Year)					**37**
2nd Year	**1st Semester**				
ENG 1123	English Composition II	3	0	0	3
HLT 1713	Landscape Construction	1	4	0	3
HLT 1813	Turfgrass Management	2	2	0	3
HLT 2113	Ornamental and Turf Pest Management	2	2	0	3
SPT 1113	Oral Communications	3	0	0	3
TOTAL					**15**
2nd Year	**2nd Semester**				
AGT 1714	Applied Soils Conservation & Use	3	2	0	4
CPT 1114	Introduction to Computers	0	0	0	4
HLT 2124	Landscape Maintenance and Weed Control	2	4	0	4
HLT 2313	Landscape Business Management	2	2	0	3
	Behavioral/Social Science Elective				3
TOTAL					**18**
COMPLETION AWARD: Associate In Applied Science Degree					**70**
Approved Electives					
ACC 1213	Principles of Accounting	3	0	0	3
BAD 1313	Business Mathematics	3	0	0	3
DDT 1413	Elementary Surveying	3	0	0	3

MARKETING MANAGEMENT TECHNOLOGY
GENERAL MARKETING MANAGEMENT TECHNOLOGY OPTION

Program Description: The Marketing Management Technology program of study is designed to provide specialized occupational instruction in all phases of marketing management in order to prepare students for careers as managers/supervisors in the marketing field. A combination of classwork and practical experience in stressed.

Campus Location(s): Rankin and Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BOT 1313	Applied Business Mathematics	2	2	0	3
CPT 1114	Introduction to Computers	3	2	0	4
ENG 1113	English Composition I	3	0	0	3
MMT 1113	Applied Marketing	2	2	0	3
MMT 1123	Marketing Seminar I	2	2	0	3
TOTAL					**16**
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
MMT 1213	Applied Management	2	2	0	3
MMT 1313	Salesmanship	2	2	0	3
MMT 1413	Merchandising	2	2	0	3
SPT 1113	Oral Communications	3	0	0	3
	Elective				1
TOTAL					**16**
2nd Year	**1st Semester**				
FMT 2414	Visual Merchandising	2	4	0	4
MMT 2173	Sales Management	3	0	0	3
MMT 2223	Retail Management	2	2	0	3
	Behavioral/Social Science Elective				3
	Mathematics/Natural Science Elective				3
TOTAL					**16**
2nd Year	**2nd Semester**				
MMT 1423	Advertising	2	2	0	3
MMT 2133	Marketing Seminar II	2	2	0	3
MMT 2233	Human Resource Management	2	2	0	3
MMT 2243	Marketing Management Decision Making	2	2	0	3
MMT 2513	Entrepreneurship	2	2	0	3
	Elective				1
TOTAL					**16**
COMPLETION AWARD: Associate in Applied Science Degree					**64**
Suggested Electives					
ACC 1213	Principles of Accounting I	3	0	0	3
BAD 2413	Business Law	3	0	0	3
BOT 1133	Information Processing	3	0	0	3
ECO 2113	Principles of Economics I	3	0	0	3
	Other advisor approved electives				

MARKETING MANAGEMENT TECHNOLOGY
REAL ESTATE TECHNOLOGY OPTION
(Evening Classes Only)

Program Description: The Real Estate Technology Option in the Marketing Management Technology program of study is designed to provide specialized occupational instruction in all phases of real estate in order to prepare students for careers as real estate agents and brokers. A combination of classwork and practical experience is stressed.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BOT 1313	Applied Business Mathematics	3	0	0	3
ENG 1113	English Composition I	3	0	0	3
MMT 1113	Applied Marketing	2	2	0	3
MMT 1213	Applied Management	2	2	0	3
MMT 2713	Principles of Real Estate	3	0	0	3
	Elective				1
TOTAL					**16**
1st Year	**2nd Semester**				
ACC 1213	Principles of Accounting I	3	0	0	3
ENG 1123	English Composition II	3	0	0	3
MMT 2733	Real Estate Sales	3	0	0	3
PSY 1513	General Psychology I	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
	Elective				1
TOTAL					**16**
2nd Year	**1st Semester**				
BAD 2413	Business Law	3	0	0	3
MMT 1423	Advertising	2	2	0	3
MMT 2173	Sales Management	3	0	0	3
MMT 2783	Residential Mortgage Lending	3	0	0	3
MMT 2773	Commercial Real Estate Finance	3	0	0	3
	Elective				1
	Mathematics/Science Elective				3
TOTAL					**16**
2nd Year	**2nd Semester**				
ECO 2113	Principles of Economics I	3	0	0	3
MMT 2233	Human Resource Management	2	2	0	3
MMT 2723	Real Estate Law	3	0	0	3
MMT 2743	Real Estate Appraisal	3	0	0	3
	Elective				4
TOTAL					**16**
COMPLETION AWARD: Associate in Applied Science Degree					**64**
Suggested Electives					
MMT 2243	Marketing Management Decision Making	3	0	0	3
MMT 2513	Entrepreneurship	3	0	0	3
MMT 2763	Real Estate Practice	3	0	0	3
	Other advisor approved electives				

MEDIA TECHNOLOGY

Program Description: Students who successfully complete the Media Technology program will be able to operate an educational media program and equipment used in a television studio.

Campus Location(s): Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
MDT 1113	Introduction to Radio & TV Production	3	0	0	3
MDT 1213	Operation & Maintenance of AV Equipment	2	2	0	3
MDT 1323	Electronics for Media	2	2	0	3
	Elective				3
TOTAL					**15**
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
MAT 1313	College Algebra	3	0	0	3
MDT 1244	Introduction to Mass Communication	4	0	0	4
MDT 1314	Fundamentals of Television Production	2	4	0	4
	Behavioral/Social Science Elective				3
TOTAL					**17**
2nd Year	**1st Semester**				
MDT 2324	Intermediate Television Production	2	4	0	4
MDT 2414	Fundamentals of Audio Production	1	6	0	4
SPT 1113	Oral Communications	3	0	0	3
	Elective				3
TOTAL					**14**
2nd Year	**2nd Semester**				
MDT 2234	Instructional Graphics	2	4	0	4
MDT 2243	Cataloging Non-Print Material	2	2	0	3
MDT 2334	Advanced Television Production	1	6	0	4
MDT 2424	Editing	3	2	0	4
	Elective				3
TOTAL					**18**
COMPLETION AWARD: Associate in Applied Science Degree					**64**
Approved Electives					
DDT 1113	Introduction to Drafting	2	2	0	3
EET 1116	AC-DC Circuits	3	6	0	6
MDT 2513	Principles of Photography	2	2	0	3

MEDICAL ASSISTING TECHNOLOGY

Program Description: The Medical Assistant is an individual who assists physicians in their offices or other medical settings. A wide range of duties is included in many aspects of the physician's practice. The business administrative duties include scheduling and receiving patients; obtaining patients' data; maintaining medical records; handling telephone calls, correspondence, reports, and manuscripts; assuming responsibility for office care; and handling insurance matters, office accounts, fees, and collections. The clinical duties may include preparing the patient for examination, obtaining vital signs, taking medical histories, assisting with examinations and treatments, performing routine office laboratory procedures and electrocardiograms, sterilizing instruments and equipment for office procedures, and instructing patients in preparation for x-ray and laboratory examinations. Both administrative and clinical duties involve purchasing and maintaining supplies and equipment. A medical assistant may also be responsible for personnel and office management.

Campus Location(s): Rankin

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BIO 2511	Anatomy and Physiology Laboratory I	0	2	0	1
BIO 2513	Anatomy and Physiology I	3	0	0	3
CPT 1114	Introduction to Computers	2	4	0	4
ENG 1113	English Composition I	3	0	0	3
MET 1213	Medical Terminology	3	0	0	3
MET 1413	Clinical Procedures I	2	2	0	3
MET 1713	Phamacology for Medical Assisting	3	0	0	3
TOTAL					**20**
1st Year	**2nd Semester**				
BIO 2521	Anatomy and Physiology Laboratory II	0	2	0	1
BIO 2523	Anatomy and Physiology II	3	0	0	3
MET 1314	Medical Business Practices	2	2	0	4
MET 1513	Medical Law and Ethics	3	0	0	3
MET 2423	Clinical Procedures II	2	2	0	3
PSY 1513	General Psychology I	3	0	0	3
TOTAL					**17**
2nd Year	**1st Semester**				
BOT 1433	Business Accounting or Principles of Accounting (ACC 1213)	3	0	0	3
MET 1323	Medical Transcription	2	2	0	3
MET 2524	Medical Insurance	3	2	0	4
MET 2614	Medical Laboratory for Medical Assistants	3	2	0	4
	Mathamatics/Science Elective	3	0	0	3
TOTAL					**17**
2nd Year	**2nd Semester**				
BOT 2813	Business Communications	3	0	0	3
ENG 1123	English Composition II	3	0	0	3
MET 2432	Clinical Review	2	0	0	2
MET 2916	Externship	0	0	18	6
SPT 1113	Oral Communications	3	0	0	3
TOTAL					**17**
COMPLETION AWARD: Associate in Applied Science Degree					**71**

MEDICAL LABORATORY TECHNOLOGY

Program Description: The Medical Laboratory Technology program prepares individuals to work in a medical laboratory under the supervision of a medical technologist or pathologist or other physician. Included are routine laboratory procedures and tasks in the area of hematology, bacteriology, immunohematology, chemistry, parasitology, serology, and urinalysis. Upon successful completion of the program, the student may be awarded an Associate of Applied Science Degree and will be eligible for a national certification examination. The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BIO 2511	Human Anatomy & Physiology Laboratory I	0	2	0	1
BIO 2513	Human Anatomy & Physiology I	3	0	0	3
BIO 2921	Microbiology Laboratory	0	2	0	1
BIO 2923	Microbiology	3	0	0	3
ENG 1113	English Composition I	3	0	0	3
MLT 1111	Fund of Med Lab Tech/Phlebotomy	0	2	0	1
MLT 1212	Urinalysis/Body Fluids	1	2	0	2
MLT 1313	Hematology I	2	2	0	3
TOTAL					**17**
1st Year	**2nd Semester**				
BIO 2521	Human Anatomy & Physiology Laboratory II	0	2	0	1
BIO 2523	Human Anatomy & Physiology II	3	0	0	3
MLT 1324	Hematology II	2	4	0	4
MLT 1413	Immunology/Serology	2	2	0	3
MLT 2612	Parasitology	1	2	0	2
MLT 2614	Pathogenic Microbiology	2	4	0	4
TOTAL					**17**
Summer Session					
CHE 1211	General Chemistry Laboratory I	0	3	0	1
CHE 1213	General Chemistry I	3	0	0	3
MAT 1313	College Algebra	3	0	0	3
TOTAL					**7**
2nd Year	**1st Semester**				
ENG 1123	English Composition II	3	0	0	3
MLT 1515	Clinical Chemistry	3	4	0	5
MLT 2424	Immunohematology	2	4	0	4
SPT 1113	Oral Communications	3	0	0	3
	Behavioral/Social Science Elective				3
TOTAL					**18**
2nd Year	**2nd Semester**				
MLT 2713	Certification Fundamentals of MLT	3	0	0	3
MLT 2916	Clinical Practice I	0	0	18	6
MLT 2926	Clinical Practice II	0	0	18	6
TOTAL					**15**
Summer Session					
MLT 2711	MLT Seminar	0	2	0	1
MLT 2936	Clinical Practice III	0	0	18	6
TOTAL					**7**
COMPLETION AWARD: Associate in Applied Science Degree					**81**

PARALEGAL TECHNOLOGY

Program Description: The Paralegal Technology Program is designed for the student who aspires to become qualified to assist an attorney in the delivery of legal services. The program will familiarize the student with substantive and procedural law, ethics, professional restrictions and the legal system for entry-level employment as a paralegal. Students completing this program may choose to work in any law-related field, i.e. legal firm, business, industry or government.

Campus Location(s): Jackson Academic/Technical Center and Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BOT 1313	Applied Business Mathematics	3	0	0	3
BOT 1143	Word Processing Applicatons	2	2	0	3
ENG 1113	English Composition I	3	0	0	3
LET 1113	Legal Systems and Terminology	3	0	0	3
LET 1513	Family Law	3	0	0	3
TOTAL					**15**
1st Year	**2nd Semester**				
BAD 2413	Legal Environment of Business	3	0	0	3
ENG 1123	English Composition II	3	0	0	3
LET 1213	Legal Research	2	2	0	3
LET 2523	Administrative Law and Bankruptcy	3	0	0	3
	Mathematics/Science Elective				3
	Approved Elective				3
TOTAL					**18**
2nd Year	**1st Semester**				
BOT 2813	Business Communications	3	0	0	3
LET 1713	Legal Writing	2	2	0	3
LET 2453	Real Property I	2	2	0	3
LET 2633	Paralegal Skills and Applications	3	3	0	3
SPT 1113	Oral Communications	3	0	0	3
	Approved Elective				3
TOTAL					**18**
2nd Year	**2nd Semester**				
CRJ 2413	Administration of Criminal Justice	3	0	0	3
LET 1413	Wills and Estates	3	0	0	3
LET 2313	Civil Litigation	2	2	0	3
LET 2323	Torts	3	0	0	3
	Behavioral/Social Science Elective				3
	Approved Elective				3
TOTAL					**18**
COMPLETION AWARD: Associate in Applied Science Degree					**69**
Approved Electives					
LET 2923	Internship for Paralegals	0	0	9	3
	Related technical/academic course				

Students whose test scores indicate that they must take REA 1103, 1203, ENG 1103, and 1203 must complete these courses before enrolling in any LET course.

PHYSICAL THERAPIST ASSISTANT

Program Description: The Physical Therapist Assistant curriculum is a two-year program of study that prepares an individual to work under the director of a Physical Therapist to administer treatment for musculoskeletal, cardiovascular, and neurological disorders and diseases. Treatment techniques involve the therapeutic use of light, heat, sound, massage, and therapeutic exercise. The Associate in Applied Science Degree is earned upon successful completion of the program.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BIO 2511	Human Anatomy and Physiology Laboratory I	0	2	0	1
BIO 2513	Human Anatomy and Physiology I	3	0	0	3
ENG 1113	English Composition I	3	0	0	3
MAT 1313	College Algebra	3	0	0	3
PSY 1513	General Psychology I	3	0	0	3
PTA 1111	PTA Practicum I	0	0	3	1
SPT 1113	Oral Communications	3	0	0	3
TOTAL					**17**
1st Year	**2nd Semester**				
BIO 2521	Human Anatomy and Physiology Laboratory II	0	2	0	1
BIO 2523	Human Anatomy and Physiology II	3	0	0	3
ENG 1123	English Composition II	3	0	0	3
EPY 2533	Human Growth and Development	3	0	0	3
MAT 1323	Trigonometry	3	0	0	3
PHY 2414	General Physics I	3	2	0	4
PTA 1121	PTA Practicum II	0	0	3	1
TOTAL					**18**
Summer Session					
PTA 1123	Fundamental Concepts of Physical Therapy	3	0	0	3
PTA 1213	Fundamental Skills for Physical Therapist Assistants	2	2	0	3
TOTAL					**6**
2nd Year	**1st Semester**				
PTA 1124	Therapeutic Modalities I	3	2	0	4
PTA 1314	Kinesiology	3	2	0	4
PTA 1324	Therapeutic Exercise and Rehabilitation I	3	2	0	4
PTA 2413	Clinical Education I	0	0	9	3
TOTAL					**15**
2nd Year	**2nd Semester**				
PTA 2234	Therapeutic Modalities II	3	2	0	4
PTA 2333	Therapeutic Exercise and Rehabilitation II	1	4	0	3
PTA 2424	Clinical Education II	0	0	12	4
PTA 2513	Medical Conditions and Related Pathology	3	0	0	3
PTA 2523	Physical Therapy Seminar	3	0	0	3
TOTAL					**17**
2nd Year Summer Session					
PTA 2434	Clinical Education III	0	0	12	4
PTA 2444	Clinical Education IV	0	0	12	4
TOTAL					**8**
Completion Award: Associate in Applied Science Degree					**81**

POSTAL MANAGEMENT TECHNOLOGY
(Primarily Intended for Postal Service Personnel)

Program Description: The Postal Management Technology program is an in-service training and staff development program for postal service employees.

Campus Location(s): Jackson Campus-Academic/Technical Center (Evening only)

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
CPT 1114	Introduction to Computers	3	2	0	4
ECO 2113	Principles of Economics I	3	0	0	3
ENG 1113	English Composition I	3	0	0	3
PMT 1113	History & Organization of Postal Service	3	0	0	3
	Mathematic/Science Elective				3
TOTAL					**16**
1st Year	**2nd Semester**				
ECO 2123	Principles of Economics II	3	0	0	3
ENG 1123	English Composition II	3	0	0	3
PMT 1123	Employee & Labor Relations	3	0	0	3
PMT 1133	Finance	3	0	0	3
PSY 1513	General Psychology I	3	0	0	3
TOTAL					**15**
2nd Year	**1st Semester**				
ACC 1213	Principles of Accounting I	3	0	0	3
MMT 2233	Human Resource Management	3	0	0	3
PMT 2113	Mail Processing	3	0	0	3
PMT 2213	Postal Management Seminar I	3	0	0	3
SOC 2113	Introduction to Sociology	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
TOTAL					**18**
2nd Year	**2nd Semester**				
ACC 1223	Principles of Accounting II	3	0	0	3
PMT 2123	Customer Services	3	0	0	3
PMT 2133	Postal Problem Analysis	3	0	0	3
PMT 2223	Postal Management Seminar II	3	0	0	3
	Elective				3
TOTAL					**15**
COMPLETION AWARD: Associate in Applied Science Degree					**64**

QUALITY ASSURANCE TECHNOLOGY
Inspection & Testing Technology Option

Program Description: The Inspection and Testing Technology curriculum is designed to develop Quality Control Inspectors and Non-Destructive Testing Technicians for employment in a wide range of industry environments including: a) power plants (nuclear & fossil), b) chemical plants, c) oil fields, d) refineries and e) manufacturing. Upon completion of the program, including the 3-month on-site internship work experience, graduate technicians become eligible for certification as a Certified Quality Control Inspector Level I and Certified Non-Destructive Testing Technician Level 1. In addition, they will have met the education/training requirements for Level II certification which can be accorded following an additional nine (9) months of work experience.

Campus Location(s): Jackson Campus-Academic/Technical Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
CHE 1213	General Chemistry I	3	0	0	3
CHE 1211	General Chemistry I Laboratory	0	3	0	1
CPT 1114	Introduction to Computers (or CSC 1113)	3	2	0	4
ENG 1113	English Composition I	3	0	0	3
MAT 1313	College Algebra	3	0	0	3
QAT 1113	Introduction to Quality Assurance & Control	2	2	0	3
TOTAL					**17**

1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
MAT 1323	Trigonometry	3	0	0	3
QAT 1213	Statistical Process Control	2	2	0	3
QAT 1313	Drawings & Specifications	2	2	0	3
QAT 1413	Inspection & Testing Technology	2	2	0	3
QAT 1513	Properties of Materials	2	2	0	3
TOTAL					**18**
Summer Session (12 weeks)					
QAT 1616	Internship Work Experience (optional)	0	0	18	6
QAT 1623	Internship Seminar (optional)	3	0	0	3
TOTAL					**9**
2nd Year	**1st Semester**				
PHY 2414	General Physics I	3	2	0	4
QAT 2114	Non-Destructive Testing I	3	2	0	4
QAT 2213	Inspection Techniques I	2	2	0	3
SPT 1113	Oral Communication	3	0	0	3
	Elective				3
TOTAL					**17**
2nd Year	**2nd Semester**				
MCT 1413	Industrial Safety	3	0	0	3
*QAT 2124	Non-Destructive Testing II	3	2	0	4
	(OR)				
*QAT 2223	Inspection Techniques II	2	2	0	3
	Behavioral/Social Science Elective				3
	Elective				3
TOTAL					**12 or 13**
COMPLETION AWARD: Associate in Applied Science Degree					**64 or 65**

** Students are allowed to choose QAT 2124 or QAT 2223 or both.*

Note: Summer session may be used as unspecified electives, or for required experience necessary for certification, or both. QAT 1616 provides three (3) months of work experience.

RADIOGRAPHY TECHNOLOGY
(Radiologic Technology)
(Program in cooperation with Mississippi Baptist Medical Center)

Program Description: This program is designed as a college-level associate degree path for those people who have completed a JRCERT accredited diploma program in Radiography (Radiology) Technology after 1969 and are currently certified as a Registered Radiologic Technologist by the American Registry of Radiologic Technologists. Entrance into the technical phase is according to admission requirements of the specific radiology program. Credit for RGT 2932 (32 semester hours) is recorded and the Associate in Applied Science Degree is awarded upon completion of the following: (1) completion of the prescribed 32 semester hours of general and related education (12 semester hours of which must be completed at Hinds Community College), (2) receipt of an official program completion document and proof of JRCERT accreditation from the hospital, school or agency awarding the diploma, and (3) receipt of an official document from the American Registry of Radiologic Technologist confirming current registration.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center (Academic Courses)
Mississippi Baptist Medical Center (2-year Technical Phase)

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BIO 2511	Human Anatomy & Physiology Laboratory 1	0	2	0	1
BIO 2513	Human Anatomy & Physiology I	3	0	0	3
CSC 1113	Introduction to Computer Concepts (or CPT 1114)	3	0	0	3
ENG 1113	English Composition I	3	0	0	3
MAT 1313	College Algebra	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
TOTAL					**16**

1st Year	**2nd Semester**				
BIO 2521	Human Anatomy & Physiology Laboratory II	0	2	0	1
BIO 2523	Human Anatomy & Physiology II	3	0	0	3
ENG 1123	English Composition II	3	0	0	3
HIT 1123	Medical Terminology	3	0	0	3
	Natural Science Elective	3	2	0	4
	Behavioral/Social Science Elective	3	0	0	3
TOTAL					**17**
Technical Phase					
RCT 2932	Radiography Technology Program Completion & Registration				**32**
COMPLETION AWARD: Association in Applied Science Degree					**65**

RESPIRATORY CARE TECHNOLOGY

Program Description: The Respiratory Care Technology Program prepares the individual to become a Respiratory Care Practitioner. Respiratory Care Practitioners are responsible for initiating cardiopulmonary resuscitation along with the setup and monitoring of life support systems. In addition, Respiratory Care Practitioners provide treatment for heart and lung disorders by administering inhalation treatments, oxygen, and drugs. These individuals are also trained to perform diagnostic tests that aid in determining the presence and extent of cardiopulmonary disease. Respiratory Care Practitioners perform electrocardiograms, exercise stress tests, and sleep studies. The program is accredited by the Commission on Accreditation of Allied Health Education Programs in collaboration with Joint Review Committee for Respiratory Therapy Education.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
Prerequisities					
BIO 2511	Anatomy and Physiology Laboratory I	0	2	0	1
BIO 2513	Anatomy and Physiology I	3	0	0	3
BIO 2521	Anatomy and Physiology Laboratory II	0	2	0	1
BIO 2523	Anatomy and Physiology II	3	0	0	3
MAT 1313	College Algebra	3	0	0	3
TOTAL					**11**
1st Year	**1st Semester**				
BIO 2921	Microbiology Laboratory	0	2	0	1
BIO 2923	Microbiology	3	0	0	3
RCT 1114	Respiratory Care Science	3	2	0	4
RCT 1213	Patient Assessment and Planning	2	2	0	3
RCT 1313	Cardiopulmonary Anatomy and Physiology	3	0	0	3
RCT 1322	Pulmonary Function Testing	1	2	0	2
TOTAL					**16**
1st Year	**2nd Semester**				
ENG 1113	English Composition I	3	0	0	3
RCT 1416	Respiratory Care Technology I	2	8	0	6
RCT 1516	Clinical Practice I	0	0	18	6
RCT 1612	Respiratory Care Pharmacology	2	0	0	2
TOTAL					**17**
Summer Session					
RCT 1424	Respiratory Care Technology II	3	2	0	4
RCT 1523	Clinical Practice II	0	0	9	3
TOTAL					**7**
Technical Certificate (One Year) Optional					**51**
2nd Year	**1st Semester**				
RCT 2333	Cardiopulmonary Pathology	3	0	0	3
RCT 2434	Respiratory Care Technology III	2	4	0	4
RCT 2532	Clinical Practice III	0	0	6	2
SPT 1113	Oral Communications	3	0	0	3
	Behavioral/Social Science	3	0	0	3
TOTAL					**15**

2nd Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
RCT 2548	Clinical Practice IV	0	0	24	8
RCT 2613	Neonatal/Pediatrics Management	3	0	0	3
RCT 2712	Respiratory Care Seminar	1	2	0	2
TOTAL					**16**

COMPLETION AWARD: Associate in Applied Science Degree **82**

SUPERVISION AND MANAGEMENT TECHNOLOGY * (Offered Through Industrial Services Only)

Program Description: The Supervision and Management Technology program is designed for the adult who wants to become qualified for management or supervisory positions in the business, industry, or government areas where currently employed.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ECO 2113	Principles of Economics I	3	0	0	3
MAT 1313	College Algebra	3	0	0	3
MCT 1413	Industrial Safety	3	0	0	3
MCT 2713	Principles of Supervision	3	0	0	3
MMT 1213	Principles of Management	3	0	0	3
TOTAL					**15**
1st Year	**2nd Semester**				
ACC 1213	Principles of Accounting I	3	0	0	3
ENG 1113	English Composition I	3	0	0	3
MCT 2663	Motion & Time	2	2	0	3
MCT 2694	Production Planning & Problems	1	6	0	4
MMT 2233	Human Resource Management	3	0	0	3
TOTAL					**16**
2nd Year	**1st Semester**				
ENG 1123	English Composition II	3	0	0	3
MCT 2623	Introduction to Quality Control	3	0	0	3
PSY 1513	General Psychology I	3	0	0	3
SOC 2113	Introduction to Sociology	3	0	0	3
	Elective				3
TOTAL					**15**
2nd Year	**2nd Semester**				
CPT 1114	Introduction to Computers (or CSC 1113)	3	2	0	4
MCT 2213	Labor Law for Supervisors	3	0	0	3
MCT 2773	Job Analysis	3	0	0	3
MCT 2783	Labor Relations	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
	Elective				3
TOTAL					**19**

COMPLETION AWARD: Associate in Applied Science Degree **65**

SURGICAL TECHNOLOGY (1+1)

Program Description: Surgical Technology is an instructional program that prepares an individual to serve as a member of the surgical team to work with surgeons, anesthesiologists and certified registered nurse anesthetists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. Graduates of the program receive a certificate from the college and are eligible to take the National Certifying examination to become Certified Surgical Technologists (CST). This program is accredited by the Commission on the Accreditation of Allied Health Educational Programs (CAAHEP) in collaboration with the Accreditation Review Committee on Education in Surgical Technology.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
SUT 1113	Fundamentals of Surgical Technology	3	0	0	3
SUT 1216	Principles of Surgical Technique	2	8	0	6
SUT 1314	Surgical Anatomy	3	2	0	4
SUT 1413	Surgical Microbiology	3	0	0	3
TOTAL					**19**
1st Year	**2nd Semester**				
SUT 1518	Basic and Related Surgical Procedures	4	0	12	8
SUT 1528	Specialized Surgical Procedures	4	0	12	8
TOTAL					**16**
Summer Session					
SUT 1538	Advanced Surgical Procedures	4	0	12	8
TOTAL					**8**
COMPLETION AWARD: Technical Certificate (One Year)					**43**
2nd Year	**1st Semester**				
BIO 2511	Human Anatomy and Physiology Laboratory I	0	2	0	1
BIO 2513	Human Anatomy and Physiology I	3	0	0	3
BIO 2921	Microbiology Laboratory	0	2	0	1
BIO 2923	Microbiology	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
	Approved Elective				3
TOTAL					**14**
2nd Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
BIO 2521	Human Anatomy and Physiology Laboratory II	0	2	0	1
BIO 2523	Human Anatomy and Physiology II	3	0	0	3
	Mathematics/Natural Science Elective				3
	Social/Behavioral Science Elective				3
TOTAL					**13**
COMPLETION AWARD: Associate in Applied Science Degree					**70**

VETERINARY TECHNOLOGY (1 + 1)
(In Cooperation With Mississippi State University College of Veterinary Medicine)

Program Description: The Veterinary Technology program is a one-plus-one program offered by the Agriculture Department of Hinds Community College and the College of Veterinary Medicine at Mississippi State University. The first year is taught at Hinds Community College and the second year is taught at Mississippi State University. This program is accredited by the American Veterinary Medical Association. Graduates may become a Certified Veterinary Technician upon passing the certification examination offered by the Mississippi Veterinary Medical Board. Employment opportunities for Veterinary Technicians include: small and large animal practices, medical research; pharmaceutical research; wildlife rehabilitation; humane societies; zoological parks; and government agencies.

Campus Location(s): Raymond (1st year)
Mississippi State University College of Veterinary Medicine (2nd year)

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
VAT 1111	Veterinary Mathematics Calculations	1	0	0	1
VAT 1213	Animal Restraint and Medication	2	2	0	3
VAT 1314	Animal Anatomy and Physiology	3	2	0	4
VAT 1414	Surgical and Hospital Techniques I	3	2	0	4
	Mathematic/Science Elective				3
TOTAL					**18**
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
VAT 1424	Surgical and Hospital Techniques II	3	2	0	4
VAT 1513	Animal Parasites and Diseases	3	0	0	3
VAT 1613	Clinical Pathology	2	2	0	3
	Behavioral/Social Science Elective				3
	Humanities/Fine Arts Elective				3
TOTAL					**19**
2nd Year	**Rotations at MSU-CVM**				
VAT 2174	Laboratory Animals				4
VAT 2184	Internship				4
VAT 2214	Small Animal Health Assessment Service				4
VAT 2224	Small Animal Medicine				4
VAT 2234	Large Animal Clinic				4
VAT 2244	Field Services				4
VAT 2254	Small Animal Surgery				4
VAT 2264	Anesthesia				4
VAT 2274	Radiology				4
VAT 2284	Laboratory Services				4
VAT 2294	Pharmacy Service/Necropsy				4
TOTAL					**44**
COMPLETION AWARD: Associate in Applied Science Degree					**81**

TECHNICAL COURSE DESCRIPTIONS

AGRIBUSINESS MANAGEMENT TECHNOLOGY (1+1)

AGT 1111 Survey of Agricultural Technology 1 SH
A course to provide opportunities for students to gain knowledge, practice, and study in agricultural technology. Includes lectures and seminars on current agricultural topics including government programs and policies, current technological trends and practices, international agriculture, agricultural employment opportunities, etc. (1 hr lecture)

AGT 1214 Applied Principles of Animal Production 4 SH
A course to provide students with basic principles related to the production of farm animals. Includes instruction in the basic production cycle, breeding, nutrition, and health of beef and dairy cattle, hogs, poultry, and catfish. (3 hr lecture, 2 hr lab)

AGT 1313 Applied Principles of Plant Production 3 SH
A course to provide information related to the growth, nutrition, and general culture of agricultural and horticultural crops. Includes instruction on photosynthesis and transpiration, plant nutrition, pest control, and reproduction. (2 hr lecture, 2 hr lab)

AGT 1413 Principles of Agricultural Management 3 SH
A course which provides instruction in organization and structure of agricultural businesses, decision making and the planning process for farming operations. (2 hr lecture, 2 hr lab)

AGT 1513 Principles of Agricultural Marketing 3 SH
An introduction to general principles of marketing agricultural products. Includes instruction in general marketing practices and the use of future contracts. (2 hr lecture, 2 hr lab)

AGT 1613 Agricultural Records 3 SH
An introduction to agricultural recordkeeping techniques including single entry accounting methods, field and enterprise records, and budgeting. (3 hr lecture)

AGT 1714 Applied Soils Conservation and Use 4 SH
A course to introduce the student to the general principles of soil conservation and safe use. Includes instruction in the soil formation process, properties of soils, soil texture, and soil management for optimum safe use. (3 hr lecture, 2 hr lab)

AGT 2113 Agricultural Structures 3 SH
A study of new technology for designing and maintaining facilities for use in agribusiness/agriculture applications. (1 hr lecture, 4 hr lab)

AGT 2114 Supervised Agricultural Experience 4 SH
(Prerequisite: Sophomore Standing) This course provides work experience in an agricultural business under the direction of the employer and instructor. (1 hr lecture, 8 hr SWE)

AGT 2163 Special Problem in Agricultural Business Management 3 SH
(Prerequisite: Sophomore standing) A course to provide students with an opportunity to utilize skills and knowledge gained in other Agricultural Business and Management courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (6 hr lab)

AGT 2213 Agricultural Sales 3 SH
A course in the advertising, sales, and promotion of agricultural supplies and services. (3 hr lecture)

AGT 2313 Human Relations in Agribusiness 3 SH
A course to study human relations as related to agricultural occupations. Includes instruction on topics such as morale, burnout, stress, work habits, and communications. (3 hr lecture)

AGT 2663 Applied Animal Nutrition 3 SH
(Prerequisite: AGT 1214) A comprehensive course of study on the practical principles and applications of nutrition. (2 hr lecture, 2 hr lab)

AGT 2713 Beef Production I 3 SH
(Prerequisite: AGT 1214) A course to provide knowledge and practice in the area of beef production. Includes instruction in animal breeding and nutrition and livestock handling practices. (2 hr lecture, 2 hr lab)

AGT 2723 Beef Production II 3 SH
(Prerequisite: AGT 2713) A continuation of Beef Production I with emphasis on management, herd health, and marketing. (2 hr lecture, 2 hr lab)

ALLIED HEALTH

AHT 1012 Essential Skills for Allied Health 2 SH
This course is composed of the prerequisite essential skills necessary for success in the allied health programs. It is designed for students with no previous training in the field. (2 hr lecture)

AHT 1021 Essential Skills for Allied Health Lab 1 SH
(Prerequisite: AHT 1012) This is an accompanying lab for AHT 1012 for Practical Nursing students. (2 hr lab)

AUTOMOTIVE ELECTRONICS TECHNOLOGY

AET 2212 Electronic Brake Systems 2 SH
(Prerequisite: AET 2314) A course to provide technical skills and knowledge in the application and testing of the automotive anti-lock brake system which includes sensing devices, temperature sensor circuit, electronic speed control, digital display, and warning devices used in General Motors, Ford, Chrysler, and many import cars. (1 hr lecture, 2 hr lab)

AET 2222 Power Train Control Systems 2 SH
(Prerequisites: AET 2224, 2314) A course to provide skills in diagnosing interrelated problems with fuel injection, ignition, and power train controls. (4 hr lab)

AET 2224 Electronic Concepts 4 SH
(Prerequisite: ATT 1114) A course to provide technical skills and knowledge of basic automotive electronics concepts, theory, and testing system functions. Includes the operation of semiconductors and the use of multimeters for testing of electronic components. (2 hr lecture, 4 hr lab)

AET 2314 Sensors and Computer Concepts 4 SH
(Prerequisite: ATT 1114) A course to provide technical skills and knowledge in the study of automotive input sensors and output actuator devices. Includes the study of typical automotive computer control concepts and circuits involving microprocessors (CPU), memory chips and diagnostics. (2 hr lecture, 4 hr lab)

AET 2621 Passive Restraint Systems 1 SH
(Prerequisite: ATT 1114; Co-requisite: AET 2224) A course to provide technical skills and knowledge in the advanced level of instruction on the passive restraint systems. Includes diagnosis and troubleshooting using manufacturers' diagnostic charts and procedures to check sensors, power, and all components dealing with the system. (2 hr lab)

AET 2633 Electronic Ignition Systems 3 SH
(Prerequisite: ATT 1114) A course to provide technical skills and knowledge on the operation and diagnosis of the Electronic Ignition (EI) distributor-less systems. Includes instruction and practice in diagnosis, problem solving and corrections associated with the electronic ignition system. (2 hr lecture, 2 hr lab)

AET 2722 Electronic Climate Control Systems 2 SH
(Prerequisites: ATT 1114, 2614) A course to provide technical skills and knowledge associated with electronic climate controls found in many late model automobiles. Includes instruction in automatic and manual controls, blower motor operation, power supply, system diagnosis, test procedures, and correction of faults in the system. (1 hr lecture, 2 hr lab)

AUTOMOTIVE TECHNOLOGY

ATT 1114 Electrical Systems 4 SH
A course to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components. (2 hr lecture, 4 hr lab)

ATT 1213 Brakes 3 SH
A course to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. It includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. (2 hr lecture, 2 hr lab)

ATT 1315 Manual Drive Trains/Transaxles 5 SH
A course to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles, and drive train components. It includes instruction in the diagnosis of drive train problems, and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials, and other components. (2 hr lecture, 6 hr lab)

ATT 1414 Basic Engine Performance 4 SH
(Prerequisite: ATT 1114) A course to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction and practice in the diagnosis and correction of problems associated with poor performance. (2 hr lecture, 4 hr lab)

ATT 1513 Basic Fuel Systems 3 SH
A course to provide advanced skills and knowledge related to the repair, maintenance, and adjustment of conventional carburetion systems and emission control. It includes instruction in the diagnosis and repair/adjustment of carburetors and conventional emission control systems. (2 hr lecture, 2 hr lab)

ATT 1715 Engine Repair 5 SH
A course to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type engines. It includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps.
(2 hr lecture, 6 hr lab)

ATT 2325 Automatic Transmissions/Transaxles 5 SH
A course to provide technical skills and knowledge related to the diagnosis and repair of automotive-type automatic transmissions and transaxles. It includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. (3 hr lecture, 4 hr lab)

ATT 2334 Steering and Suspension Systems 4 SH
A course to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. It includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components. (2 hr lecture, 4 hr lab)

ATT 2343 Wheel Alignment 3 SH
(Pre/Co-requisite: ATT 2334) A course to provide technical skills and knowledge related to the alignment of both front and rear wheel on automobiles. It includes instruction and practice in the inspection, detection, and correction of wheel alignment problems. (1 hr lecture, 4 hr lab)

ATT 2524 Computer Controlled Carburetion and Emission System 4 SH
(Prerequisites: ATT 1114, 1513) A course to provide technical skills and knowledge related to the inspection and repair/adjustment of the newer types of automobile carburetors and emission systems. It includes instruction and practice in the diagnosis and correction of problems associated with computerized carburetion systems, emission control systems, and other features found on newer model fuel systems. (2 hr lecture, 4 hr lab)

ATT 2535 Computerized Engine Controls 5 SH
(Prerequisite: ATT 2524) A course to provide technical skills and knowledge associated with computer controls found in newer cars. It includes instruction and practice in the diagnosis and correction of problems associated with computer controls of the ignition and fuel injection system. (2 hr lecture, 6 hr lab)

ATT 2614 Heating and Air Conditioning 4 SH
A course to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components, and control systems.
(2 hr lecture, 4 hr lab)

AVIATION MAINTENANCE TECHNOLOGY

APT 1114 Aviation Applied Science 4 SH
A study of general aviation maintenance practices including orientation to aviation, aircraft maintenance safety procedures, aviation mathematics, aviation physics, and aircraft drawings.

APT 1123 Aviation Electricity I 3 SH
(Pre/Co-requisite: APT 1114) A study of the theory and application of direct and alternating current distribution and utilization of voltage. Practical application of Ohm's Law.

APT 1134 Aviation Materials and Processes 4 SH
(Pre/Co-requisite: APT 1123) A study of materials and processes used in the construction and repair of aircraft and components, fluid lines, and fittings, and corrosion protection.

APT 1143 Aircraft Servicing and Weight-and-Balance 3 SH
(Pre/Co-requisite: APT 1134) A study of aircraft ground operation and servicing, weight-and-balance check, and records.

APT 1153 Maintenance Forms and Records 3 SH
Pre/Co-requisite: APT 1143) A study of maintenance publications, maintenance forms, and records, and mechanic privileges and limitations.

APT 1162 Reciprocating Engine Theory 2 SH
A study of theory and principles of operation of reciprocating engines.

APT 1214 Reciprocating Engine Overhaul and Inspection 4 SH
(Prerequisite: APT 1162) This course contains a detailed study supported by the actual overhaul of reciprocating engines. Included is a study of the procedures and acceptable techniques used in engine disassembly, inspection, repair, and reassembly.

APT 1222 Turbine Engine Theory 2 SH
(Pre/Co-requisite: APT 1214) A study of the theory of basic gas turbine engines and related accessories including unducted fan systems and turbine-driven auxiliary power units.

APT 1234 Turbine Engine Overhaul and Inspection 4 SH
(Pre/Co-requisite: APT 1222) A study of the overhaul of basic gas turbine engines and related accessories and components, including disassembly, inspection, assembly, and operation of jet engines.

APT 1241 Powerplant Conformity Airworthiness Inspection 1 SH
(Pre/Co-requisites: APT 1214, 1233) Inspection of aircraft powerplant for conformity with airworthiness directives and manufacturer's specifications. Inspections will conform with all Federal Aviation regulations.

APT 1255 Lubrication and Fuel Metering Systems 5 SH
(Pre/Co-requisite: APT 1241) The study of aircraft lubrication, fuel metering, and fuel system components. Principles of operation for reciprocating and turbine engines. Identification and selection of engine fuels and lubricants.

APT 1263 Induction, Cooling, and Exhaust Systems 3 SH
(Pre/Co-requisites: APT 1214, 1233) A study of reciprocating and turbine induction and engine airflow systems, engine cooling systems, and engine exhaust and reverser systems.

APT 2115 Aviation Electricity II 5 SH
(Prerequisites: APT 1214, 1233) The study of aircraft engine system including instruments, engine fire protection, engine electrical, ignition, and starting.

APT 2123 Propellers And Powerplant Review 3 SH
(Prerequisites: APT 1162, 2115) A study of inspect, check, service, and repair fixed pitch, constant spell, and feathering propellers. Included are propeller governing system, propeller synchronizing, and ice removal system. Review of powerplant courses.

APT 2136 Structures I 6 SH
A study of sheet metal structures and welding processes.

APT 2144 Structures II 4 SH
(Pre/Co-requisite: APT 2136) A study of aircraft wood and non-metallic structures, covering, and finishes.

APT 2212 Flight Control 2 SH
(Prerequisite: APT 2144) A study of aircraft rigging and assembly.

APT 2223 Aviation Electricity III 3 SH
(Pre/Co-requisite: APT 2212) A study of airframe electricity system and components including wiring, switches, and controls.

APT 2232 Hydraulic and Pneumatic Power Systems 2 SH
(Pre/Co-requisite: APT 2223) A study of aircraft hydraulic and pneumatic power systems and components.

APT 2243 Landing Gear and Protection 3 SH
(Pre/Co-requisite: APT 2223) A study of aircraft landing gear systems, position, and warning systems, and ice and rain control systems.

APT 2251 Environmental Control 1 SH
(Pre/Co-requisite: APT 2223) A study of cabin atmosphere control systems.

APT 2264 Aircraft Instrumentation Systems 4 SH
(Pre/Co-requisite: APT 2223) A study of aircraft instrument systems, communications and navigation systems.

APT 2271 Aircraft Fuel Systems 1 SH
(Pre/Co-requisite: APT 2223) A study of construction, inspection, and maintenance of various fuel systems and components including tanks, pumps, strainers, tubing, and hoses.

APT 2282 Airframe Inspection and Review 2 SH
(All Airframe courses) A study of airframe conformity and air worthiness inspections and maintenance procedures. Review of all airframe courses.

BANKING AND FINANCE TECHNOLOGY

BFT 1113 Principles of Banking 3 SH
Fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the profession in a broad (and operational) perspective. Descriptive orientation intentional.
(3 hr lecture)

BFT 1123 Money and Banking 3 SH
Practical aspects of money and banking and the basic monetary theory. Historical treatment minimum. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussion on the banking industry in affecting yield curves and the structuring of portfolios. (3 hr lecture)

BFT 1133 Bank Management 3 SH
New trends in the philosophy and practice of management. Study and application of the principles outlined provide a working knowledge of bank management. (3 hr lecture)

BFT 1143 Savings and Time Deposit Banking 3 SH
Historical development of savings institutions and an awareness of the basic economic function of the savings process as related to current operations and policies. Begins with a review of the economics of the savings process to clarify important differences. (3 hr lecture)

BFT 1153 Writing for Results: Written Communication for Bankers 3 SH
For bank officers, supervisors, and employees who dictate or review correspondence. The mechanical forms of bank letters and the psychological principles that help the letter writer achieve best results. Reviews letter forms, emphasizes fundamental principles underlying modern correspondence and examines different kinds of bank letters. (3 hr lecture)

BFT 1163 Supervision and Personnel Administration 3 SH
Designed to aid first-line supervisors in making a smooth transition from expert in a particular task to the role of supervisor who must produce results through the efforts of other people. Stresses management attitudes and carrying out management policies while at the same time inspiring a group to achieve friendly cooperation and maximum production. (3 hr lecture)

BFT 1173 Law and Banking Principles 3 SH
Introduction to basic American law, presenting the rules of law which underlie banking. Emphasis is on the Uniform Commercial Code. (3 hr lecture)

BFT 1183 Management Fundamentals 3 SH
Introduces student to the skills and techniques needed by managers. Focuses on the basic management functions. Designed for management trainees and new mid-level managers. (3 hr lecture)

BFT 1213 Lending to Agricultural Enterprises 3 SH
General principles associated with the evaluation of management and the use of capital. To help the banker in satisfying the credit needs of modern agriculture. (3 hr lecture)

BFT 1223 Real Estate Finance 3 SH
Varied real estate mortgage credit operations of commercial banks. Main areas of real estate: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Introduction to the vocabulary of real estate assistance in the mortgage market; and financing of single-family homes, condominiums, industrial and agricultural properties, and shopping centers; analysis of mortgage credit; policies related to collection; administration of a bank's mortgage portfolio and the analysis of real estate investment yields. (3 hr lecture)

BFT 1233 Bank Accounting 3 SH
Increased competition has focused attention on the need for personnel who are trained to analyze, interpret, and use financial data in a variety of applications. Bank Accounting meets this need and is designed to teach bank accounting principles and apply them to typical bank financial statements. The text discusses those aspects unique to bank accounting, including various statement categories and their impact upon each other. Numerous examples and illustrations, including a recommended chart of accounts and formulas for financial ratios, are placed strategically throughout the text. (3 hr lecture)

BFT 1243 Bank Control and Audit 3 SH
Designed for non-auditors, the course attempts to establish a basic frame of reference from which the student can develop a deeper appreciation for the role, duties, and responsibilities of the auditor. The student will develop an awareness of the basic dynamics of the auditing function; understand the need for control and learn how to evaluate those controls. The course provides the insight into the "whys" of the audit process and is not intended to make an audit expert of the participant. (3 hr lecture)

BFT 1253 Consumer Credit Analysis 3 SH
This course is designed for individuals who understand the basics of consumer lending and its function within a bank, but need specific training on the many aspects of making a consumer loan. (3 hr lecture)

BFT 1263 Corporate Banking: A Practical Approach To Lending 3 SH
A common sense approach to understanding the lending environment within a bank, this course provides the new or less-experienced commercial lender with a firm grasp of the sequential nature of the lending process, giving bankers a solid foundation on which to construct sound lending practices. Emphasis is practical and technical rather than theoretical. (3 hr lecture)

BFT 1273 Corporate Securities Services 3 SH
This course provides a broad understanding of corporate securities processing and administration. It includes an overview of how a bank's corporate securities services department serves as an intermediary between corporations, states, municipalities, investors and public authorities that issue securities. In addition, the program familiarizes students with the features, benefits and users of corporate securities products and services. The course also emphasizes the development of those skills required to perform the operational activities involved in delivering corporate securities products and services. (3 hr lecture)

BFT 1283 Deposit Operations 3 SH
This course examines the deposit operations of banks in the context of the U.S. payment system. It explores how banks operate relative to their deposit taking activities and management of deposited funds. Emphasis is on system rather than product or instrument. Also studied is the impact of the external environment on determining why banks operate the way they do. Government rules and regulations and the future of America's payments mechanism are also covered. (3 hr lecture)

BFT 1293 Financial Planning For Bankers 3 SH
This course presents the fundamental concepts of financial planning. Its goal is not to train bankers to be professional financial planners, but to provide them with a general appreciation of the topic and its application to the current banking environment. The content is divided into two major sections. The first discusses the financial planning concept and its impact on bank personnel and consumers in an era of industry change. The second provides a framework for exploring the basic components of a financial plan, includes taxes, credit, and housing. (3 hr lecture)

BFT 1313 Analyzing Financial Statements 3 SH
Organized into two main sections: characteristics of financial statements and financial statement analysis. Review of basic accounting principles for financial statement analysis. (3 hr lecture)

BFT 1323 Bank Cards 3 SH
An overview of the bank card industry. Dual objectives: to help the student understand the role of the bank card in the economy as well as the basic operational problems involved in the successful management of a bank card plan. The interrelated nature of the various bank card functions. Types of credit cards in use and their functions and the cardholder's profile, attitudes, and behavior; and credit-card operations-marketing, authorization, customer service, cost analysis and control, collection policies and procedures, and security and fraud. Evolution of credit cards into Electronic Funds Transfer, legal developments affecting credit cards, and the regulatory environment in which banks operate their card business. (3 hr lecture)

BFT 1333 Statement Analysis 3 SH
This revision of a popular series teaches the basic concepts and skills of statement analysis. Based on a 5-part, reusable self-instructional format, the components can be combined in various ways for maximum flexibility. Designed as a "how to" training program, the series offers immediate benefits for on-the-job applications. The revision incorporates the two previous offerings of Statement Analysis and Funds Statement/Funds Flow Analysis under one umbrella program. (3 hr lecture)

BFT 1343 Retail Banking Series 3 SH
This series consists of four programs that may be offered together or independently. The programs are Retail Management, Sales Management, Financial Performance of Banks and Selling Skills for Bankers. (3 hr lecture)

BFT 1373 Contemporary Issues in Banking 3 SH
This course provides an overview of contemporary problems and issues that confront the banking industry today. The course focuses on the latest competitive, regulatory, technological, and market related developments that continue to alter the nature of commercial banking. (3 hr lecture)

BFT 2123 Consumer Lending 3 SH
Techniques of installment lending, presented concisely. Emphasis on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due; each phase of a bank's installment credit operation carefully scrutinized to the most efficient methods. Inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. (3 hr lecture)

BFT 2133 Introduction To Commercial Lending 3 SH
This course is designed to give an overview of the bank's commercial lending function. It also stresses the need for a solid relationship between the bank's commercial customer and the lending officer as well as the importance of commercial loans to the bank's portfolio. (3 hr lecture)

BFT 2143 Credit Department Management 3 SH
This course is designed for credit department organizer or manager. A source of information directly applicable to the job situation with the goal of achieving maximum direct on-the-job application. (3 hr lecture)

BFT 2153 Inside Commercial Banking 3 SH
Designed for higher-level entry bankers, this course is appropriate for persons desiring an overview of the commercial banking industry. This course highlights the Monetary Control Act, the threat of non-banking competitors, interstate banking activities and regulations multinational banking and recent developments in Electronic Funds Transfer. (3 hr lecture)

BFT 2213 Marketing for Bankers 3 SH
Basis of public relations, both internal and external, and the why, the what, and some of the how of public relations and marketing. Overview for all bankers of the essentials of bank public relations and marketing. (3 hr lecture)

BFT 2313 Bank Investments 3 SH
Nature of primary reserves and loanable funds and their uses. Analysis of primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. Study of yield changes as they affect a bank's long-term holdings. (3 hr lecture)

BFT 2323 Investment Basics and Beyond 3 SH
This course examines how the securities business works and broadens the student's knowledge of the investment services offered by their trust department. (3 hr lecture)

BFT 2333 Loan Officer Development 3 SH
This course focuses on people-skills and problem-solving. This well-received program offers comprehensive training in the subjective skills and judgment-forming abilities needed throughout the lending process, such as interviewing, listening and remembering, decision-making under conditions of uncertainty and time-pressures, persuasion and negotiation, and supporting conclusions and recommendations with sound evidence and reasoning. (3 hr lecture)

BFT 2343 Economics for Bankers 3 SH
This course helps the student increase their understanding of economics as it relates to banking. Special emphasis is placed on macroeconomics, basics of economic theory, application of economics to banking, and other economic topics of importance to bankers. (3 hr lecture)

BFT 2413 The Trust Business 3 SH
Services rendered by institutions engaged in trust business. Introduction to the services and duties involved in trust operations. Identifies the distinction between business and legal aspects of trust functions. (3 hr lecture)

BFT 2423 International Banking 3 SH
Basic framework and fundamentals of international banking; how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the currency to another country. (3 hr lecture)

BFT 2433 Trust Management 3 SH
This course is designed for the requirements for more specialists to become qualified managers within the trust departments. (3 hr lecture)

BFT 2443 Trust Investments 3 SH
This course focuses on the theory and practice of trust department investment services. Economic forecasting principles and their application along with investment policies and portfolio management are covered. (3 hr lecture)

BFT 2723 Securities Processing 3 SH
This course is particularly relevant for operations personnel who wish to develop a broad knowledge of the securities business and its application within the banking environment. The text emphasizes the operational aspects of processing various securities, administering consumer and corporate trust accounts, and the bank's own investment portfolio. Emphasis is also placed upon skills development. Through this course, the student will learn to perform specific securities processing activities with care and accuracy. (3 hr lecture)

BFT 2813 Management of Commercial Bank Funds 3 SH
Necessary principles for developing an adequate philosophy of funds management. Differences between practices in large banks and smaller institutions. Brings together policies in the areas of loans, deposits, investments, and capital and related each to the other. (3 hr lecture)

BFT 2823 Law and Banking Applications 3 SH
The presentation, review, and discussion of the legal aspects of negotiable instruments used in bank deposit and collection operation and the payments mechanism. (3 hr lecture)

BFT 2833 Federal Regulation of Banking 3 SH
A concise description of the nature and scope of federal regulation of banking. Focus primarily on the why and what of federal banking regulation. (3 hr lecture)

BFT 2843 Branch Management 3 SH
Necessary principles for developing adequate branch management of operations, lending and management functions. The course brings together policies in the areas of branch organization, teller functions, branch staffing operations, branch budgeting, platform functions, managerial operations, commercial lending, loan documentation, collateral, financial statements, elements of the financial statement, evaluating loan requests, credit checking, roles of the branch manager, theories of motivation, job enrichment, management by objective, performance evaluation, transactional analysis, and conflict resolution. (3 hr lecture)

BUSINESS & OFFICE TECHNOLOGY

BOT 1013 Keyboarding 3 SH
This course provides an introduction and essential skill development using the touch system on the alphabetic keyboard. (2 hr lecture, 2 hr lab)

BOT 1023 Introduction to Business and Office Technology 3 SH
This course is designed for students entering the community college who have had no previous training or documented experience in the field. (2 hr lecture, 2 hr lab.)

BOT 1113 Document Formatting and Production 3 SH
(Prerequisite: BOT 1013 or equivalent) This course emphasizes formatting and production of mailable letters, forms, reports, and tabulations from rough drafts and straight copy. (2 hr lecture, 2 hr lab)

BOT 1123 Keyboard Speed Building 3 SH
(Prerequisite: BOT 1013 or equivalent) This course developes speed and accuracy on the keyboard. (2 hr lecture, 2 hr lab)

BOT 1133 Microcomputer Applications 3 SH
(Prerequisite: BOT 1013 or equivalent) This course will intorduce an operating system and word processing, spreadsheet, and database management software applications. (2 hr lecture, 2 hr lab)

BOT 1143 Word Processing Applications 3 SH
(Prerequisite: BOT 1113, 1133, or equivalent) This course focuses on production of complex documents using advanced word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. (2 hr lecture, 2 hr lab)

BOT 1213 Professional Development 3 SH
This course develops an awareness of interpersonal skills essential for job success. Topics include positive self-image, professional image, work ethics, time and stress management, and human relations skills. (3 hr lecture)

BOT 1313 Applied Business Mathematics 3 SH
This course is designed to develop competency in mathematics for business use. Ten-key touch method on the electronic desktop calculators is stressed. (3 hr lecture)

BOT 1413 Records Management 3 SH
This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall - paper, image, and digital - and the treatment of these categories in proper management, storage, and retrieval. Decision-making, judgment, and other management skills will be applied to case studies. Basic application of filing classification skills will also be taught. (3 hr lecture)

BOT 1433 Business Accounting 3 SH
This course is designed to develop an understanding of recording, classifying, and summarizing business transactions and events with insight into interpretating and reporting the resulting effects upon the business. (3 hr lecture)

BOT 1513 Machine Transcription 3 SH
(Prerequisites: BOT 1113, 1713) This course is designed to teach transcription of a wide variety of business communications from machine dictation. (2 hr lecture, 2 hr lab)

BOT 1613 Medical Office Terminology I 3 SH
This course is a study of medical language relating to the various body systems including diseases, procedures, clinical specialists, and abbreviations. In addition to term definitions, emphasis is placed on correct spelling and punctuation. (3 hr lecture)

BOT 1623 Medical Office Terminology II 3 SH
This course presents medical terminology pertaining to human anatomy in the context of the body systems. The emphasis is directed toward medical terminology as it relates to Medical Office Technology. (2 hr lecture, 2 hr lab)

BOT 1713 Mechanics of Communication 3 SH
This course is designed to develop the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphaisized. (3 hr lecture)

BOT 1813 Elecronic Spreadsheet 3 SH
(Prerequisites: BOT 1133, 1313) This course focuses on advanced applications of the electronic spreadsheet as an aid to management decision making. (2 hr lecture, 2 hr lab)

BOT 2133 Desktop Publishing 3 SH
(Prerequisite: BOT 1143) This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as fliers, brochures, newsletters, and business cards using industry standard desktop publishing software, graphics, and effective design conventions. (2 hr lecture, 2 hr lab)

BOT 2143 Operating Systems 3 SH
(Prerequisite: BOT 1133) This course will provide training in using the computer to work with disk operating systems and a multi-tasking environment. (2 hr. lecture, 2 hr. lab)

BOT 2153 Network Management 3 SH
(Prerequisite: BOT 1133 or equivalent) This course focuses on the management of a computer network lab including installation of network software and administration of a network. (2 hr. lecture, 2 hr. lab)

BOT 2323 Database Management 3 SH
(Prerequisite: BOT 1133) This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. (2 hr. lecture, 2 hr. lab)

BOT 2413 Computerized Accounting 3 SH
(Prerequisite: BOT 1433) This course applies basic accounting principles using a computerized accounting system. (2 hr. lecture, 2 hr. lab)

BOT 2423 Income Tax Accounting 3 SH
(Prerequisite: BOT 1433) This course is designed to be an introductory tax accounting class with insight in federal income tax laws and preparation of reports. (2 hr lecture, 2 hr lab)

BOT 2433 Payroll Accounting 3SH
(Prerequisite: BOT 2413) This course provides an in-depth study of payroll accounting. (2 hr lecture, 2 hr lab)

BOT 2443 Advanced Business Accounting 3 SH
(Prerequisite: BOT 1433) This course is designed as a continuation of Business Accounting. (3 hr lecture)

BOT 2523 Medical Machine Transcription I 3 SH
(Prerequisites: BOT 1113, 1613) This course is designed to teach transcription of various medical documents. (2 hr lecture, 2 hr lab)

BOT 2533 Medical Machine Transcription II 3 SH
(Prerequisite: BOT 1513 or 2523) This course is designed to continue teaching transcription of various medical documents including dictation given by doctors with foreign accents and additional medical specialties. (2 hr lecture, 2 hr lab)

BOT 2713 Advanced Microcomputer Applications 3 SH
(Prerequisite: BOT 1133) This course develops the ability to use an operating system to integrate activities using applications software which includes word processing, database, spreadsheet, graphics, and telecommunications. (2 hr lecture, 2 hr lab)

BOT 2723 Administrative Office Procedures 3 SH
(Prerequisite: BOT 1133) This course will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem-solving skills, and establish a foundation in business procedures. (2 hr lecture, 2 hr lab)

BOT 2733 Administrative Office Management 3 SH
This course develops management skills in an electronic environment by providing instruction and application of management theories, supervisory styles, personnel procedures, and office systems technology (3 hr lecture)

BOT 2743 Medical Office Concepts 3SH
(Prerequisites: BOT 1613, 1623) This course will provide coverage and integration of medical office skills and issues using knowledge of medical terminology. Problem solving will be emphasized. (2 hr lecture, 2 hr lab)

BOT 2753 Medical Information Management 3 SH
(Prerequisite: BOT 2743) This course will continue coverage of medical office issues with emphasis on health insurance filing and medical office software. (2 hr lecture, 2 hr lab)

BOT 2813 Business Communication 3 SH
(Prerequisites: BOT 1113, 1713, or equivalent) This course develops communication skills with emphasis on principles of writing business correspondence and reports, and analyzing and summarizing information in a logically written presentation. (3 hr lecture)

BOT 2823 Small Business Management 3 SH
This course emphasizes the creation and management of small firms with emphasis on entrepreneurial opportunities and managing activities needed for the operation of small businesses. (3 hr lecture)

BOT 2913 Supervised Work Experience 3 SH
(Prerequisite: BOT 1433) This course provides related on-the-job training in the accounting area. Employing firm and type of work experience must be approved by the Business Technology Department. Must be at least 135 clock hours of on-the-job training. (9 hr externship)

BOT 2923 Supervised Business and Office Work Experience 3 SH
This course provides related on-the-job training. Employing firm and type of work experience must be approved by the Business Technology Department. Must be at least 135 clock hours of on-the-job training. (9 hr externship)

CHILD DEVELOPMENT TECHNOLOGY

CDT 1114 Child Care Profession 4 SH
This course provides activities in types of child care, and observing and recording child behavior. Room arrangements, software, play, and safety are evaluated. (3 hr lecture, 2 hr lab)

CDT 1214 Infant and Toddler Development 4 SH
This course provides knowledge concerning the care of infants and toddlers in group care. Practice is given in infant and toddler care and group care through classroom laboratory or collaborative centers. (3 hr lecture, 2 hr lab)

CDT 1224 Child Growth and Development 4 SH
The cognitive, physical, emotional, and social developmental characteristics of children ages three through five. Concentration is placed on all children including the exceptional child. (3 hr lecture, 2 hr lab)

CDT 1313 Art for Preschool Children 3 SH
Planning and developing art experiences beneficial to the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 1323 Music/Movement for Preschool Children 3 SH
Development of the preschool child in the areas of listening, singing, and movement. Planning musical/movement experiences for the preschool child. Lab activities with the children are emplemented during Technical Practicum I and II. (3 hr lecture)

CDT 1333 Language Arts for Preschool Children 3 SH
Planning, developing, and presenting language arts activities for preschool children. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 1514 Child Nutrition and Health Care 4 SH
Nutrition and health care for preschool children. Planning and implementing health, safety, and nutritional experiences are an important part of the course. Lab activities with the children are implemented during Technical Practicum I and II. (4 hr lecture)

CDT 2233 Guiding Social and Emotional Behavior 3 SH
Identifying and practicing effective techniques in guiding preschool children's behavior. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 2413 Atypical Child Development 3 SH
This course provides information concerning growth and development, intervention strategies, and working with families having an atypical child. (2hr lecture, 2 hr lab)

CDT 2613 Methods and Materials 3 SH
Appropriate methods and materials for preschool children in a learning environment. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 2713 Social Studies, Math, and Science for the Preschool Children 3 SH
Planning developmentally appropriate activities in social studies, math, and science for the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 2813 Administration of Preschool Programs 3 SH
(Prerequisite: CDT 1014) Concepts in the administration of quality preschool programs. (3 hr lecture)

CDT 2915 Technical Practicum I 5 SH
(Co-requisites: CDT 1313, 1323, 1413, 1513) This course allows advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children (birth - 5 years old). Completion of the objectives provides opportunities for students to implement experiences planned in the corequisites and ensures a balance of all curriculum areas. (10 hr lab)

CDT 2925 Technical Practicum II 5 SH
(Co-requisites: CDT 2243, 2613, 2713, 2813) This course allows advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children (birth - 5 years old). Completion of the objectives provides opportunities for students to implement experiences planned in the co-requisites and ensures a balance of all curriculum areas. (10 hr lab)

COMMERCIAL ART TECHNOLOGY

CAT 1113 Graphic Design I 3 SH
A basic introduction to the skills of layout and the fundamentals needed of the graphic artist. The course will provide selected experiences involving layout, paste-up, simple renderings, the printing processes, camera ready layouts, mechanicals, and layout formats. (6 hr lab)

CAT 1123 Graphic Design II 3 SH
(Prerequisite: CAT 1113) A continuation of Graphic Design I with concentration on logos, color printing, mechanical color separations, overlays, screens, cropping, and scaling photographs for halftone reproduction. (6 hr lab)

CAT 1213 Introduction to Graphic Interface Computers 3 SH
(Prerequisite: CAT 1113) An introduction to graphic interface computers with emphasis on word processing applications and operating system commands. (3 hr lecture)

CAT 2133 Commercial Design and Advertising Studio 3 SH
(Prerequisite: CAT 1113) An individual or group study in an area of concentration in graphic arts specifically related to career goals and personal interest. (1 hr lecture, 4 hr lab)

CAT 2313 Basic Advertising Design I 3 SH
(Prerequisite: CAT 1113) An introduction to basic Macintosh computer terminology to include tutorial software, basic desktop publishing software, basic word processing software, basic paint software, and basic drawing software. The student will learn to operate a scanner, a laser printer, and a color laser printer. (6 hr lab)

CAT 2323 Basic Advertising Design II 3 SH
(Prerequisite: CAT 2313) Continuation of Basic Advertising Design I working with the Macintosh computer to develop modern advertising material utilizing drawing, writing, painting, and desktop publishing software. Includes the use of illustration software that permits four-color separations using the scanner and a color laser printer. (6 hr lab)

CAT 2333 Practical Advertising Techniques 3 SH
(Prerequisites: CAT 1113, 2313) A course designed to demonstrate interpersonal, organizational, and performance skills needed for productive employment. The student will develop creative work from concept to mechanical, learn advanced skills, develop a professional resume' and compile a portfolio (book). (6 hr lab)

CAT 2413 Rendering Techniques 3 SH
(Prerequisite: CAT 1113) A study of various illustration and rendering techniques with emphasis on rendering in markers and color pencils. The student will learn professional methods of illustrating, utilizing the camera and projection devices as tools for finished art work. (6 hr lab)

COMPUTER PROGRAMMING TECHNOLOGY (1+1)

CPT 1114 Introduction to Computers 4 SH
Introduction to information processing concepts and applications including operating systems, word processing, electronic spreadsheets, data management, graphics, and BASIC programming. Service course; not to be taken by Business and Office and Related Technology students. (3 hr lecture, 2 hr lab)

CPT 1214 Computer Concepts and Programming Logic 4 SH
Introduction to the history, concepts, terminology, and theory of computers and programming logic. (3 hr lecture, 2 hr lab)

CPT 1224 BASIC Programming Language 4 SH
Introduction to computer programming using BASIC language routines to include sort, controlled loops, multidimensional arrays and modular programming. (3 hr lecture, 2 hr lab)

CPT 1234 Introduction to RPG Programming Language 4 SH
This course is designed to introduce the student to the RPG language and using the computer in business applications in an on-line environment. (3 hr lecture, 2 hr lab)

CPT 1244 Introduction to COBOL Programming Language 4 SH
This course is designed to introduce the student to the use of the COBOL language in business applications to include arithmetic operations, report editing, control break processing and table processing techniques. (3 hr lecture, 2 hr lab)

CPT 1254 FORTRAN Programming Language 4 SH
Basic understanding of numerical solution of problems using the FORTRAN language. The emphasis is on carefully selected and highly practical methods for handling a variety of mathematical statistical and accounting problems. (3 hr lecture, 2 hr lab)

CPT 1313 Computer Operations 3 SH
(Prerequisite: CPT 1214) A study of the operation of computers and peripherals including operations control language, utilities, control commands, and procedures. (2 hr lecture, 2 hr lab)

CPT 2264 Advanced RPG Programming Language 4 SH
(Prerequisite: CPT 1234) This course introduces the student to the processing of multiple data files, tables, arrays, and screen processing. All student programs are written for the IBM System 36. (3 hr lecture, 2 hr lab)

CPT 2274 Advanced COBOL Programming Language 4 SH
(Prerequisite: CPT 1244) The student will gain the knowledge of control-breaks and interactive programming. Emphasis is placed on software design techniques. Programming exercises and case studies are drawn from typical business applications. (3 hr lecture, 2 hr lab)

CPT 2284 C Programming Language 4 SH
This course is designed to introduce the student to the C Programming Language and its basic functions. (3 hr lecture, 2 hr lab)

CPT 2324 Systems Analysis and Design 4 SH
Use of computer technology, equipment and management sciences meeting information needs of business. Development of systems analysis of present information flow, systems specifications, equipment selections and implementation of systems. (3 hr lecture, 2 hr lab)

COURT REPORTING TECHNOLOGY

(for other LET courses, see Paralegal Technology)

LET 1413 Stenograph Machine Shorthand I 3 SH
Designed to instruct the student in stenotype theory. (2 hr lecture, 2 hr lab)

LET 1423 Stenograph Machine Shorthand II 3 SH
(Prerequisite: LET 1413) A continuation of Stenograph Machine Shorthand I. Emphasis is placed on keyboard, theory, and speed development. (2 hr lecture, 2 hr lab)

LET 1813 Speed Building I 3 SH
(Prerequisite: LET 1423) Building speed in taking dictation at varying speeds. Mailable transcripts of dictated (courtroom material) stenotype notes are required. (2 hr lecture, 2 hr lab)

LET 1823 Speed Building II 3 SH
(Prerequisite: LET 1813) A continuation of Speed Building I for building speed in taking dictation at varying speeds. Mailable transcripts of dictated (courtroom material) stenotype notes are required. (2 hr lecture, 2 hr lab)

LET 2433 Stenograph Machine Shorthand III 3 SH
(Prerequisite: LET 1823) A continuation course for advanced speed development. Carefully graded and timed practice material is utilized. Writing vocabulary is developed along with speed. (2 hr lecture, 2 hr lab)

LET 2443 Stenograph Machine Shorthand IV 3 SH
(Prerequisite: LET 2433) A continuation of Stenograph Machine Shorthand III. Practice for court reporters to include reporting abbreviations and phrases and speaker designations for the courtroom and extracts from actual court cases. (2 hr lecture, 2 hr lab)

LET 2613 Court Reporting Procedures 3 SH
(Prerequisite: LET 1823) A study of the role of the reporter in trials, depositions, and administrative hearings; transcript preparation and format; proofreading; instruction in dictating equipment and writing for a notereader and computer; making exhibits; indexing and storing notes; reporting techniques; instruction in the proper use of library and reference materials; and instruction in the National Court Reporters Association (NCRA) Code of Professional Responsibility. (2 hr lecture, 2 hr lab)

LET 2622 Court Reporting Technology 2 SH
(Pre/Co-requisite: LET 2613) An overview in reporter-related technology, concepts, and vocabulary. Emphasis is placed on computer-assisted transcription systems and video applications for the court reporter. (I hr lecture, 2 hr lab)

LET 2911 Internship for Court Reporters 1 SH
(Prerequisite: Completion of 3 semesters in program area) Provides supervised practical experience in courts or freelance court reporting firms. Provides students the opportunity to apply theory presented in the classroom in a supervised work setting, thus adding meaning to the related school program. Should be taken during final semester. (45 clock hrs)

DENTAL ASSISTING TECHNOLOGY (1+1)

DAT 1111 Dental Orientation 1 SH
The development, function, status, and organization of the dental profession; and the legal, ethical, moral, and professional responsibilities of the dental assistant. Terminology emphasizing prefixes, suffixes, roots, abbreviations, spelling, and definitions of medical and dental terms. (1 hr lecture)

DAT 1214 Dental Assisting Materials 4 SH
Study of the physical and chemical properties of dental materials. Lab sessions include measuring, manipulating, and preparing dental materials for use in the dental operatory and dental laboratory. (2 hr lecture, 4 hr lab)

DAT 1313 Dental Science I 3 SH
Physiology, anatomy, and morphology as related to the oral cavity. Content organized to include a study of the body systems, the anatomy of the head and neck, and the form of each of the 32 teeth. (3 hr lecture)

DAT 1323 Dental Science II 3 SH
Microbiology, embryology, pathology. and pharmacology as related to dentistry. Content organized to give the student basic information required for effective dental assisting. (3 hr lecture)

DAT 1415 Chairside Assisting I 5 SH
Comprehensive study of information relating to assisting at the dental chair. Laboratory sessions include all phases of chairside assisting from seating the patient to post operative care of the treatment room. (2 hr lecture, 6 hr lab)

DAT 1423 Chairside Assisting II 3 SH
(Prerequisite: DAT 1415) Continuation of the study of information related to assisting at the dental chair. Emphasis on techniques utilized in performing all dental procedures at the chair. Special consideration to assisting in the dental specialties. (2 hr lecture, 2 hr lab)

DAT 1433 Chairside Assisting III 3 SH
(Prerequisite: DAT 1423) Continuation of Chairside Assisting II. (2 hr lecture, 2 hr lab)

DAT 1613 Dental Radiology I 3 SH
Principles and safety precautions in dental radiology. Laboratory sessions include positioning, exposing, processing, and mounting bite-wing, occlusal, and periapical dental radiographs. (2 hr lecture, 3 hr lab)

DAT 1622 Dental Radiology II 2 SH
(Prerequisite: DAT 1613) Continuation of Dental Radiology I. Emphasis placed on clinical competence In exposing periapical radiographs. (4 hr lab)

DAT 1715 Practice Management & Applied Psychology 5 SH
A comprehensive study of the dental office business procedures and applied psychology. Topics covered: patient contact, patient records, insurance, financial records, telephone usage, office management, professional ethics, basic theories of psychology, practical techniques for effective patient management, and guidelines for establishing interpersonal relationships among the dental health team.
(4 hr lecture, 2 hr lab)

DAT 1812 Dental Health Education 2 SH
Study of the nutritional needs of the body. Emphasis on nutritional requirements for maintaining good oral hygiene. Comprehensive study of the dental assistant's responsibilities in patient education as related to good oral health. (2 hr lecture)

DAT 1914 Supervised Clinical Experience I 4 SH
(Prerequisites: DAT 1214, 1415, 1613) Supervised clinical experience in an authorized dental clinic. (16 hr clinical)

DAT 1922 Supervised Clinical Experience II 2 SH
(Prerequisites: DAT 1214, 1415, 1613) Supervised clinical experience in an authorized dental clinic. (8 hr clinical)

DIESEL EQUIPMENT TECHNOLOGY

DET 1114 Fundamentals of Equipment Mechanics 4 SH
A course to review and update student skills and knowledge related to safety procedures; tools and equipment usage; handling, storing, and disposing of hazardous materials; operating principles of diesel engines; and selection of fuels, oils, other lubricants, and coolants. (2 hr lecture, 4 hr lab)

DET 1213 Hydraulic Brake Systems 3 SH
A course to develop skills and knowledge related to the diagnosis and repair of hydraulic brake systems. Includes instruction in hydraulic and mechanical systems, power assist units, and anti-lock braking systems. (1 hr lecture, 4 hr lab)

DET 1223 Electrical/Electronic Systems 3 SH
A course to develop skills and knowledge related to the diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in general systems diagnosis, starting and charging system repair, and auxiliary electrical systems repair. (1 hr lecture, 4 hr lab)

DET 1234 Engine Rebuilding (Medium/Heavy Duty Applications) 4 SH
A course to provide instruction and practice in the rebuilding of diesel engines used in medium to heavy duty commercial applications. Includes instruction in removing and installing engines, disassembly and inspection, and rebuilding of cylinders, heads, pistons, and other parts. (2 hr lecture, 4 hr lab)

DET 1313 Diesel Fuel Systems 3 SH
A course to provide skills and knowledge related to fundamentals of diesel fuel systems operation, maintenance, and repair. Includes instruction in operating principles, general diagnosis and repair, and mechanical fuel injector diagnosis and repair. (1 hr lecture, 4 hr lab)

DET 1513 Hydraulics 3 SH
A course to provide instruction and practice in the basic operation and maintenance of hydraulic systems associated with diesel powered equipment. Includes instruction in safety, system operation, seals and cylinders, and filters. (1 hr lecture, 4 hr lab)

DET 1613 Preventive Maintenance and Service 3 SH
A course to provide practice in the preventive maintenance of diesel powered equipment. Includes instruction in general preventive maintenance of vehicles and equipment. (1 hr lecture, 4 hr lab)

DET 1713 Power Trains 3 SH
A course to develop skills and knowledge related to the diagnosis, service, maintenance, and repair of power train units on diesel equipment. Includes instruction on clutch, manual transmissions, drive shafts, and drive axles. (1 hr lecture, 4 hr lab)

DET 2244 Engine Troubleshooting and Tune-up 4 SH
A course to provide advanced skills and knowledge related to the diagnosis of problems in the different systems of the diesel engine. Includes instruction in general engine diagnosis and tune-up/service. (2 hr lecture, 4 hr lab)

DET 2253 Steering and Suspension Systems 3 SH
A course to provide skills and knowledge related to operation, maintenance, and repair of heavy duty steering and suspension systems. Includes instruction in steering column and steering gear, power steering unit, steering linkage, suspension, wheel alignment, and related components diagnosis and repair. (1 hr lecture, 4 hr lab)

DET 2324 Computerized Engine Controls Systems 4 SH
A course to provide skills and knowledge related to the operation, maintenance, and repair of computerized engine control systems. Includes instruction in use of scanning equipment. (2 hr lecture, 4 hr lab)

DET 2523 Fluid Power Trains 3 SH
A course to provide skills and knowledge related to the maintenance and repair of fluid power trains used on heavy equipment. Includes instruction in general principles of operation and diagnosis and repair of system components. (1 hr lecture, 4 hr lab)

DET 2623 Advanced Brake Systems (Air) 3 SH
A course to provide instruction and practice in the maintenance and repair of air brake systems commonly used on commercial diesel powered equipment. Includes instruction in maintenance and repair of the air supply system, mechanical system, anti-lock braking system, and traction control system.
(1 hr lecture, 4 hr lab)

DET 2813 Air Conditioning and Heating Systems 3 SH
A course to provide skills and knowledge related to operation, maintenance, and repair of air conditioning and heating systems used in commercial equipment. Includes instruction in theories and operating principles, A/C system diagnosis and repair, clutch and compressor repair, evaporator and condenser repair, and heating system repair. (1 hr lecture, 4 hr lab)

DET 2913 Special Project 3 SH
(Prerequisite: Consent of instructor) A course to provide students with practical application of skills and knowledge related to a specific instructor-approved topic. Instructor and student work closely together in planning and conducting the project. (6 hr lab)

DET 2923 Supervised Work Experience 3 SH
(Prerequisite: Consent of instructor) A supervised on-site work experience in which the student works under the supervision of industry and the instructor. Competencies and objectives are determined by a mutual agreement between the student, employer, and instructor. (15 hr supervised work experience)

DRAFTING AND DESIGN TECHNOLOGY

DDT 1113 Introduction to Drafting 3 SH
Introduction to the field of drafting with emphasis on use and care of instruments, lettering, geometric construction, freehand sketching, orthographic projection, pictorial drawing, and a survey of drafting career opportunities to include electrical and piping, structural, topographic, machine and architectural drafting.
(2 hr lecture, 2 hr lab)

DDT 1115 Fundamentals of Drafting 5 SH
Course designed to give drafting major the background needed for all other drafting courses. Emphasis placed upon maintaining correct techniques while developing speed. (2 hr lecture, 6 hr lab)

DDT 1123 Machine Drafting I 3 SH
(Prerequisite: DDT 1115) Emphasizes methods, techniques, and procedures in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other drafting room procedures.(2 hr lecture, 2 hr lab)

DDT 1133 Descriptive Geometry 3 SH
(Prerequisite: DDT 1115) Theory and problems designed to develop the ability to visualize points, lines, and surface space. (2 hr lecture, 2 hr lab)

DDT 1213 Construction Materials 3 SH
A course designed to familiarize the student with the physical properties of the materials generally used in the erection of structure, with a brief description of their manufacture. (2 hr lecture, 2 hr lab)

DDT 1223 Cartography 3 SH
Introduces students to the fundamentals and techniques of map reading, map interpretation, mapmaking, and cartographic production. (2 hr lecture, 2 hr lab)

DDT 1315 Principles of Computer Aided Drafting (CAD) 5 SH
(Prerequisite: DDT 1115) This course will use CAD machine to design and draw various problems in the architectural, mechanical, and civil drafting areas. Emphasis will be placed on the operations of the CAD system to solve these problems. (2 hr lecture, 6 hr lab)

DDT 1413 Elementary Surveying 3 SH
Basic course dealing with principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. (1 hr lecture, 4 hr lab)

DDT 1613 Architectural Design I 3 SH
(Prerequisite: DDT 1115; Co-requisite: DDT 2623) Presentation and application of architectural drafting room standards. (1 hr lecture, 4 hr lab)

DDT 1713 Introduction to Machining Processes 3 SH
An introduction to basic machining equipment and safety procedures. Emphasis is placed on measurement techniques, machine technology, machine tools, and applications. (A course for drafting students with no previous machining experience.) (2 hr lecture, 2 hr lab)

DDT 2113 Database Construction and Maintenance 3 SH
(Prerequisite: DDT 1315) Introduction to database concepts and goals of Data Base Management Systems, relational, hierarchical, and network models of data. Relational algebra, Structured Query Language (SQL). Data organization and data access methods. (2 hr lecture, 2 hr lab)

DDT 2133 Aerial Photography Interpretation & Remote Sensing 3 SH
(Prerequisite: DDT 1315) Fundamentals of map and air photo characteristics including scale, feature identification, symbolization. Interpretation techniques of various products, including topographic and thematic maps, color aerial photographs, and satellite images. (2 hr lecture, 2 hr lab)

DDT 2144 Machine Drafting II 4 SH
(Prerequisite: DDT 1123) A continuation of Machine Drafting I with emphasis on advanced techniques and knowledge employed in the planning of mechanical objects. Includes instruction in pipe drafting and the use of tolerancing and dimensioning techniques. (2 hr lecture, 2 hr lab)

DDT 2213 Highway Drafting 3 SH
(Prerequisites: DDT 1115, 1315) This course includes the development of highway plans and profiles, cross-sections, and typical sections. (2 hr lecture, 2 hr lab)

DDT 2223 Structural Drafting 3 SH
(Prerequisite: DDT 1115) Structural section, terms and conventional abbreviations, and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. (2 hr lecture, 2 hr lab)

DDT 2233 Cost Estimating 3 SH
Preparation of material and labor quantity surveys from actual working drawings and specifications. (2 hr lecture, 2 hr lab)

DDT 2243 Statics and Strengths of Materials 3 SH
(Prerequisite: DDT 1115) Study of forces acting on bodies; movement of forces; stress of materials; basic machine design; beams, columns, and connections. (1 hr lecture, 4 hr lab)

DDT 2253 Fundamentals of Global Positioning Systems 3 SH
(Prerequisites: DDT 1223, 2113) To provide an understanding of Global Positioning Systems concepts and operation in a concise manner minimizing the use of complex mathematical and engineering expressions. (2 hr lecture, 2 hr lab)

DDT 2263 Advanced Geographic Information Systems 3 SH
(Prerequisite: DDT 2123) Integrative course that encompasses geographic data inputs, processing and analyses directed toward objects of scientific investigation. (1 hr lecture, 4 hr lab)

DDT 2273 Advanced Remote Sensing 3 SH
(Prerequisite: DDT 2133) Remote sensing, interpretation and application of air photos and other remote sensing images. (2 hr lecture, 2 hr lab)

DDT 2286 Geographic Information Systems Internship 6 SH
(Prerequisite: Permission of Department Head) This course is designed to provide supervised on-the-job work experience in a Geographic Information Systems work environment. This work experience is an integral part of the student's education. (6 hr lecture)

DDT 2325 Advanced Computer Aided Drafting (CAD) 5 SH
(Prerequisite: DDT 1315) Advanced course in the use of CAD software with emphasis on producing drawings. Teaches application of computers to drafting, basic command structure, drafting and design menu, and associated acronyms. (2 hr lecture, 6 hr lab)

DDT 2336 Computer Aided Drafting (CAD) Design II 6 SH
(Prerequisite: DDT 2325) Advanced 3D drawing, solid modeling techniques, and other compatible software. (4 hr lecture, 4 hr lab)

DDT 2346 Computer Aided Design Seminar 6 SH
(Prerequisite: DDT 2325) Research carried out by the student in major area of computer aided drafting. Presentation of ideas can be in a paper format or electronic format. Emphasis on actual methods and practice used in industry. (4 hr lecture, 4 hr lab)

DDT 2423 Mapping and Topography 3 SH
(Prerequisite: DDT 1315; Co-requisite: DDT 1413) Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. (2 hr lecture, 2 hr lab)

DDT 2433 Land Surveying Lab 3 SH
(Prerequisite: DDT 1413) This course teaches legal aspects of boundary controls, principles for land surveying, methods of land boundary location, and land description in accordance with original surveys and resurveys. (6 hr lab)

DDT 2523 Survey of Electricity 3 SH
An introduction to Electronic Technology which provides students with the general nature of electronics occupations and basic skills associated with these occupations. (A course for non-electronic students with no previous experience.) (2 hr lecture, 2 hr lab)

DDT 2533 Electrical and Piping Drafting 3 SH
(Prerequisite: DDT 1115) An advanced course in drafting in which techniques and knowledge are employed in the planning of mechanical and electrical objects. Efficient use of all common types of applicable handbooks, code books, and other standard references is an integral part of this phase of drafting.
(1 hr lecture, 4 hr lab)

DDT 2623 Architectural Design II 3 SH
(Prerequisite: DDT 1115; Co-requisite: DDT 1613) This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. (1 hr lecture, 4 hr lab)

DDT 2723 Supervised Field Experience I 3 SH
(Prerequisite: DDT 1115 and Sophomore standing) Supervised and approved on-the-job training. (9 hr supervised work experience)

DDT 2733 Supervised Field Experience II 3 SH
(Prerequisite: DDT 1115 and Sophomore standing) Supervised and approved on-the-job training. (9 hr supervised work experience)

DDT 2813 Blueprint Reading for Builders I 3 SH
This course places emphasis on the use of the scale, correct drafting techniques, lettering, sketching and shape description, and sectional views. (2 hr lecture, 2 hr lab)

DDT 2823 Blueprint Reading for Builders II 3 SH
(Prerequisite: DDT 2813) This course is a continuation of Blueprint Reading for Builders I and places emphasis on symbols, floor plans, and elevation views. (2 hr lecture, 2 hr lab)

DDT 2915 Special Project 5 SH
(Prerequisite: Minimum of 12 SH drafting courses.) A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience.
(2 hr lecture, 6 hr lab)

DDT 2926 Special Project II 6 SH
(Prerequisite: Minimum of 12 SH drafting courses.) This course is to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (4 hr lecture, 4 hr lab)

ELECTRICAL AND ELECTRONICS TECHNOLOGY
BIOMEDICAL TECHNOLOGY OPTION

BMT 1111 **Orientation To Biomedical Careers** **1 SH**
A study of overall function, organization and operation of the Biomedical/Clinical Engineering Industry in the USA. (1 hr lecture, 4 hr lab)

BMT 2115 **Biomedical Internship I** **5 SH**
(Prerequisite: Sophomore standing in Electronics, BMT 1111) A review of the fundamental practice of Biomedical Service as provided in the hospital environment. The student will intern under the supervision of a certified technician. (1 hr lecture, 12 hr clinical)

BMT 2225 **Biomedical Internship II** **5 SH**
(Prerequisite: BMT 2115) Students rotate through the various departments of the hospital that use the service of the Biomedical Technician. (1 hr lecture, 12 hr clinical)

ELECTRICAL AND ELECTRONICS TECHNOLOGY
COMMUNICATIONS ELECTRONICS REPAIR TECHNOLOGY OPTION

CET 1113 **Satellite Systems** **3 SH**
A course designed to provide the student with the necessary skills to service, repair, and install home satellite receiving systems. (1 hr lecture, 4 hr lab)

CET 2223 **Diagnostics and Troubleshooting Lab** **3 SH**
(Prerequisite: EET 2813) A laboratory course in which the students apply skills and knowledge gained in other communications electronics courses in repairing various electronic devices. Students will isolate, locate, and repair devices in a simulated industry setting. (6 hr lab)

CET 2323 **Video Recording Systems Lab** **3 SH**
(Co-requisite: EET 2813) A course to provide instruction and practice in the maintenance and repair of consumer-type video recording and playback equipment. Includes instruction in the maintenance and repair of video cassette recorders and players, and video camera/recorders. (6 hr lab)

CET 2823 **Video Systems Repair Lab** **3 SH**
(Co-requisite: EET 2813) A course to provide practice in the repair and maintenance of consumer video reception equipment. Includes instruction in the troubleshooting and repair of all circuits in television receivers. (6 hr lab)

CET 2913 **Supervised Work Experience** **3 SH**
(Prerequisite: Consent of the instructor and completion of at least one semester of coursework in electrical/electronics related programs) A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. (30 hr supervised work experience)

ELECTRICAL AND ELECTRONICS TECHNOLOGY
COMPUTER SERVICING TECHNOLOGY OPTION

CST 1213 **Failure Analysis** **3 SH**
(Prerequisites: EET 1114, 1123) This course is a study of general and specific methods for analyzing failure in electronics circuits. (1 hr lecture, 4 hr lab)

CST 2113 **Computer Servicing Lab 1** **3 SH**
(Pre/Co-requisites: EET 1114, 1123, 1324) This course provides training in the fundamentals of computer servicing. This course includes configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, and building cables. (6 hr lab)

CST 2123 **Computer Servicing Lab II** **3 SH**
(Prerequisites: CST 2113, EET 1114, 1123) This course is a continuation of Computer Servicing Lab I with increased emphasis on system analysis and diagnosis of board and component failures. This course places a strong emphasis on laboratory experience with computer repair. (6 hr lab)

CST 2913 **Special Project** **3 SH**
(Prerequisite: Consent of instructor) This course is designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (6 hr lab)

CST 2923 Supervised Work Experience 3 SH
(Prerequisite: Consent of instructor and completion of at least one semester of advanced coursework in electrical/electronics related programs) This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Three credits are awarded on the basis of 135 industrial contact hours.

ELECTRICAL AND ELECTRONICS TECHNOLOGY
ELECTRICAL TECHNOLOGY OPTION

ELT 11O2 Fundamentals of Electricity 2 SH
This is a basic course designed to provide fundamental skills associated with all elec- trical courses. Includes electrical theory, safety, basic tools, special tools, and equipment. (1 hr lecture, 2 hr lab)

ELT 1113 Residential/Light Commercial Wiring 3 SH
(Pre/Co-requisite: ELT 1102 or equivalent) This course provides advanced skills related to the wiring of single family, multi-family, and small commercial buildings. Includes instruction and practice in service entrance installation, specialized circuits, and the use of commercial raceways. (2 hr lecture, 2 hr lab)

ELT 1123 Commercial and Industrial Wiring 3 SH
(Prerequisite: ELT 1102 or equivalent) This course provides instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks. (2 hr lecture, 2 hr lab)

ELT 1213 Electrical Power 3 SH
(Pre/Co-requisite: ELT 1102 or equivalent) This course provides skills related to electrical motors and their installation. Includes instruction and practice in using the different types of motors and transformer systems. (2 hr lecture, 2 hr lab)

ELT 1223 Motor Maintenance and Troubleshooting 3 SH
(Prerequisite: ELT 1102 or equivalent) This course provides instruction in the principles and practice of electrical motor repair. Includes topics on the disassembly/assembly and preventive maintenance of common electrical motors. (2 hr lecture, 2 hr lab)

ELT 1253 Branch Circuit and Service Entrance Calculations 3 SH
This is a course in calculating circuit sizes for all branch circuits and service entrances in residential installation. (2 hr lecture, 2 hr lab)

ELT 1263 Blueprint Reading/Planning the Residential Installation 3 SH
This course provides knowledge of symbols needed to read blueprints. All elevations and various plans associated with electrical wiring will be studied. Blank blueprints will be provided and a list of all appliances and their amperage will be supplied. The blanks will be filled with outlets as required by NEC. (2 hr lecture, 2 hr lab)

ELT 1273 Switching Circuits for Residential, Commercial, and Industrial Application 3 SH
This course is designed to introduce the student to the various methods by which single pole, 3-way, and 4-way switches are used in residential, commercial, and industrial installations. Includes the installation and operation of low voltage, remote control switching. (2 hr lecture, 2 hr lab)

ELT 1283 Estimating the Cost of a Residential Installation 3 SH
A course to provide a probable cost of a residential installation. Includes a study of the specifications set forth for a particular structure. (2 hr lecture, 2 hr lab)

ELT 1413 Motor Control Systems 3 SH
(Prerequisite: ELT 1102 or equivalent) This is a course in the installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. (2 hr lecture, 2 hr lab)

ELT 2913 Special Project 3 SH
(Prerequisite: Consent of instructor) This course is designed to provide the student with practical application of skills and knowledge gained in other electrical related courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (6 hr lab)

ELT 2923 Supervised Work Experience 3 SH
(Prerequisite: Consent of instructor and completion of at least one semester of advanced coursework in electrical related programs) This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. (30 hr supervised work experience)

ELECTRICAL AND ELECTRONICS TECHNOLOGY
ELECTRONICS TECHNOLOGY OPTION

EET 1102 **Fundamentals of Electronics** **2 SH**
This course is designed to provide fundamental skills associated with all electronics courses This course includes safety, breadboarding, use of calculator, test equipment familiarization, soldering, electronic symbols, and terminology. (1 hr lecture, 2 hr lab)

EET 1114 **DC Circuits** **4 SH**
(Pre/Co-requisite: EET 1102) This course is designed for students to know the principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws, and formulae, and the use of test equipment to analyze DC circuits. (2 hr lecture, 4 hr lab)

EET 1123 **AC Circuits** **3 SH**
(Prerequisites: EET 1102, 1114) This course is designed to provide students with the principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws, and formulae, and the use of test equipment to analyze AC circuits. (2 hr lecture, 2 hr lab)

EET 1214 **Digital Electronics** **4 SH**
(Co-requisite: EET 1102) This course is designed to introduce the student to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. (3 hr lecture, 2 hr lab)

EET 1314 **Solid State Devices and Circuits** **4 SH**
(Pre/Co-requisites: EET 1114, 1123) This course is designed to introduce the student to active devices which include PN junction diodes, bipolar transistors, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. (2 hr lecture, 4 hr lab)

EET 1324 **Microprocessors** **4 SH**
(Prerequisite: EET 1214) This course is designed to provide students with skills and knowledge of microprocessor architecture, machine and assembly language, timing, interfacing, and other hardware applications associated with microprocessor systems. (2 hr lecture, 4 hr lab)

EET 1613 **Computer Fundamentals for Electronics/Electricity** **3 SH**
This course introduces the student to basic computer science as used in electricity/electronics areas. Computer nomenclature, logic, numbering systems, coding, operating system commands, editing, and batch files are covered. (This course may be substituted for Introduction to Computers, CPT 1114) (2 hr lecture, 2 hr lab)

EET 1713 **Drafting for Electronics/Electrical Technology** **3 SH**
This course is designed to provide instruction on the preparation and interpretation of schematics. (1 hr lecture, 4 hr lab)

EET 2334 **Linear Integrated Circuits** **4 SH**
(Prerequisite: EET 1314) This course is designed to provide the student with skills and knowledge associated with advanced semiconductor devices and linear integrated circuits. Emphasis is placed on linear integrated circuits used with operational amplifiers, active filters, voltage regulators, timers, and phase-locked loops. (3 hr lecture, 2 hr lab)

EET 2414 **Electronic Communications** **4 SH**
(Prerequisite: EET 1314) This course is designed to provide the student with concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulation, transmission, and reception, data transmission formats and codes, the RS-232 interface, and modulation-demodulation of digital communications. (2 hr lecture, 4 hr lab)

EET 2423 **Fundamentals of Fiber Optics** **3 SH**
(Pre/Co-requisite: EET 2414) This course is designed to provide skills and knowledge concerning the use of fiber optic cable in modern industry applications. (2 hr lecture, 2 hr lab)

EET 2514 **Interfacing Techniques** **4 SH**
(Prerequisite: EET 1324) This course is a study of data acquisition devices and systems including their interface to microprocessors and other control systems. (2 hr lecture, 4 hr lab)

EET 2813 **Video Systems** **3 SH**
(Prerequisite: EET 1314) This course is a study of the circuits and systems used in the production, transmission, and reception of video information to include color systems and computer-video interfacing. (2 hr lecture, 2 hr lab)

EET 2913 **Special Project** **1-3 SH**

(Prerequisite: Consent of Instructor) This course is designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (2-6 hr lab)

EET 2923 **Supervised Work Experience** **1-6 SH**

(Prerequisite: Consent of instructor and completion of at least one semester of advanced coursework in electrical/electronics related programs.) This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of semester hour per 45 industrial contact hours. (3-18 hr externship)

ELECTRICAL AND ELECTRONICS TECHNOLOGY LASER ELECTRO-OPTIC TECHNOLOGY OPTION

LOT 2313 **Fiber Optics Systems** **3 SH**

This course is designed to introduce the student to optical fibers. Topics covered include types of fiber, fabrication, measurements, packaging, couplings, splices, connectors, sources, detectors, and systems examples. (2 hr lecture, 2 hr lab)

ELECTRICAL AND ELECTRONICS TECHNOLOGY ROBOTICS TECHNOLOGY OPTION

ROT 1113 **Introduction to Robotics** **3 SH**

This course is designed to introduce the student to industrial robots. Topics to be covered include robotic history, industrial robot configurations, operation, basic programming, and minor machine adjustments on hydraulically, pneumatically, and electrically driven robots. (2 hr lecture, 2 hr lab)

ROT 1213 **Industrial Hydraulics** **3 SH**

This course introduces the students to basic hydraulics, hydraulic actuators, accumulators, valves, pumps, motors, fluids, coolers, and filters. Emphasis is placed on development of hydraulic control circuits and troubleshooting. (2 hr lecture, 2 hr lab)

ROT 1223 **Industrial Pneumatics** **3 SH**

This course introduces the students to basic pneumatic principles, compression of air, work devices, control devices, and circuit diagrams. Emphasis is placed on development of pneumatic control circuits, electromechanical control of fluid power, and troubleshooting techniques. (2 hr lecture, 2 hr lab)

ELECTRICAL AND ELECTRONICS TECHNOLOGY TELECOMMUNICATIONS TECHNOLOGY OPTION

TCT 1114 **Fundamentals of Telecommunications** **4 SH**

This course is designed to acquaint the student with the history of voice/data communication, fundamental concepts, and basic telephone service. (3 hr lecture, 2 hr lab)

TCT 2214 **Telephone Systems** **4 SH**

(Pre/Co-requisite: TCT 1114) This course gives the student information and hands-on experience in installation, operation, troubleshooting, and repair of commercial use telephone systems including analog and digital key systems. (3 hr lecture, 2 hr lab)

TCT 2224 **PBX Systems** **4 SH**

(Prerequisite: TCT 2214) This course is a continuation of the PBX section of Telephone Systems (TCT 2214). This course will further emphasize the installation, programming, and troubleshooting of PBX systems. Maintenance, cleaning, and paperwork will be covered. (2 hr lecture, 4 hr lab)

TCT 2314 **Fundamentals of Digital Communications** **4 SH**

(Prerequisite: TCT 1114) This course covers theories and concepts of data communications, design, and implementation. Different modulation systems will be examined such as PAM (pulse amplitude modulation), PWM (pulse width modulation) and PCM (pulse code modulation). (2 hr lab)

TCT 2324 **Digital Communications** **4 SH**

(Prerequisite: EET 2414) This course covers theories and concepts of data communications, design, and implementation. Different modulation systems will be examined such as PAM (pulse amplitude modulation), PTM (pulse time modulation), and PCM (pulse code modulation). The use of filtering to eliminate unwanted distortion is emphasized as well as contrasting the performance of PAM and PCM. (2 hr lecture, 4 hr lab)

TCT 2414 Microwave and Satellite Systems 4 SH
(Pre/Co-requisite: TCT 2314) This course is designed to develop understanding and skills associated with microwave and satellite applications in the telecommunications industry. (3 hr lecture, 2 hr lab)

TCT 2424 Network Systems 4 SH
(Prerequisites: TCT 2214, EET 2423) This course covers networking fundamentals, voice networking, LAN's and Internetworking. This course will cover upgrading of computers to support LAN technology including hardware and software and running and termination network media including Cat. 3 twisted pair cable, coaxial cable, and fiber optic cable. (2 hr lecture, 4 hr lab)

TCT 2913 Special Project 3 SH
(Prerequisite: Consent of Instructor) This course is designed to provide the student with practice application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (6 hr lab)

TCT 2923 Supervised Work Experience 3 SH
(Prerequisite: Consent of Instructor and completion of at least one semester of advanced coursework in electrical/electronics related programs) This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Three credits are awarded on the basis of 135 industrial contact hours.

EMERGENCY MEDICAL TECHNOLOGY- PARAMEDIC (1+1)

EMT 1116 Emergency Medical Technology-Basic 6 SH
(Prerequisite: Approval of Emergency Medical Technology Admissions Committee) This course is designed for the United States Department of Transportation and the Mississippi EMS guideline. Includes an introductory survey of emergency medical services including medical legal/ethical aspects, patient assessment, care of wounds and fractures, airway maintenance, patient transportation, medical and environmental emergency, childbirth, and extrication. (4 hr lecture, 4 hr clinical lab)

FIRE PROTECTION TECHNOLOGY

FFT 1113 Introduction to Fire Science 3 SH
This course provides an orientation to the fire service. This class explores department structure and organization, operations, and responsibilities, and the history of the fire services and changes that currently are remolding traditional fire services. (3 hr lecture)

FFT 1123 Introduction to Fire Prevention 3 SH
This course introduces students to modern approaches of fire prevention. An overview is provided of methods currently used in preventing fires including Codes and Standards, Company Based Inspections, Public Fire Education, Interdiction Programs,and legislation affecting fire prevention activities. (3 hr lecture)

FFT 1213 Firefighting Principles and Practices 3 SH
This course is designed as a basic firefighting tactical course providing information on the major principles and practices conducted at fire and emergency scenes. Concentrating on activities of rescue, ventilation, salvage, overhaul, offensive and defensive attack methods, and firefighter safety, the student explores various operations that must be conducted in a coordinated manner. (3 hr lecture)

FFT 1223 Fire Apparatus and Equipment 3 SH
Engines, pumps, operation procedures, maintenance techniques, and equipment specifications are discussed while providing the student with a working knowledge and understanding of various types of apparatus and equipment used by the fire service. (3 hr lecture)

FFT 1513 Building and Fire Codes 3 SH
This course emphasizes the importance of building and fire codes by studying the "Southern Building Code Congress Building and Fire Codes", the most commonly used building code in the state. A review of hazards and how they relate to standard chapters is explored. Various types of construction are discussed. (3 hr lecture)

FFT 1613 Hazardous Materials 3 SH
An introductory course that emphasizes the identification and recognition of hazardous materials. Various types and classes of hazardous materials are discussed, as well as methods of transportation and storage. (3 hr lecture)

FFT 1713 Fire Investigation 3 SH
This course focuses on building construction, chemistry, physics, electricity, motivation, and human reaction as related to the arson fire. Basic investigation techniques, arson law, and the psychology of the arsonist are covered. (3 hr lecture)

FFT 1813 Fire Law 3 SH
An analysis of public law that affects the fire service. From laws related to codes and standards, administrative and management practices, to those related to the fire ground, this course forms the basis for fire department operations and management. (3 hr lecture)

FFT 2313 Fire Service Hydraulics 3 SH
A study in the use of water to combat fires, this course provides information on theories associated with the use of water, actual fire ground application practices, and the use of water additives. Study is made of various delivery and usage methods. (3 hr lecture)

FFT 2323 Building Construction 3 SH
This course investigates building construction from the standpoint of the fire service. Why do buildings burn and what are the danger areas of various types of construction? A basic overview of building codes and construction methods is used to familiarize students with building components and construction types. (3 hr lecture)

FFT 2333 Fire Fighter Safety 3 SH
This course provides an overview of safety practices for the emergency service worker. Covering the individual and team from "in the station" through the emergency scene and return back to service, this course is essential for those who participate in emergency service activities. (3 hr lecture)

FFT 2413 Strategy and Tactics 3 SH
This course provides a study of strategy and tactics used in a variety of situations faced by the fire service. Covering different situations from small everyday occurrences to massive conflagrations this course makes use of simulations and case histories in exploring necessary strategy and tactical endeavors. (3 hr lecture)

FFT 2423 Incident Management Systems 3 SH
This course is a study of incident management systems used for handling situations from the smallest incidents to the largest. A variety of methods are discussed with emphasis placed on the National Consortium for Incident Management Systems' Incident Command/Management System. (3 hr lecture)

FFT 2513 Fire Protection Systems 3 SH
An exploration of various types of fixed and portable fire protection systems forms the basis for this class. Design, testing, maintenance, and inspection of a variety of common fire protection systems is stressed in this course. (3 hr lecture)

FFT 2523 Fire Inspection 3 SH
An effective inspection technique is the goal of this course by providing a review of pertinent codes and standards, methods of inspection, hazard studies, and legal documentation requirements. (3 hr lecture)

FFT 2533 Public Fire Education 3 SH
This course provides an overview of public education activities in regard to fire protection and prevention. Drawing from effective national model programs, this class focuses the student's attention on identification of target audiences, identifying hazards, and methods for addressing individuals and groups. (3 hr lecture)

FFT 2613 Chemistry of Hazardous Materials 3 SH
This course examines hazardous materials chemical behavior and is designed to improve decision making, safety, operations, and handling of hazardous materials incidents. It prepares the student to evaluate potential and real hazards and predict the behavior of hazardous materials. (3 hr lecture)

FFT 2623 Hazardous Materials Practices 3 SH
This course focuses on the strategies and safe procedures for alleviating the danger at a hazardous materials incident. Topics include integrating information about the chemical properties, storage, transportation, local conditions and resources in dealing with hazardous materials problems. (3 hr lecture)

FFT 2633 Hazardous Materials Incident Management 3 SH
This course provides the student with basic and advanced response procedures, techniques, and methods for dealing with a variety of hazardous materials situations. Focusing on the hazardous materials situation's complexity, this course prepares the student to manage emergency response operations. (3 hr lecture)

FFT 2713 Law of Evidence 3 SH
Evidence procedures primarily for arson related crimes, types of evidence, criminal court procedures and collection methods are studied in this course. Other topics include search and seizure, arrest, and discretion. (3 hr lecture)

FFT 2723 Evidence Analysis 3 SH
The collection, analysis, and use of physical evidence from the crime scene to evaluation and on to the courtroom is covered. Crime laboratory methods, procedures, and tests as they relate to arson cases is explored in depth. (3 hr lecture)

FFT 2733 Criminal Law 3 SH
Local, state, and federal law is covered with emphasis on development, application, and enforcement. Specific attention is paid to the state and federal laws related to arson, mail fraud, and insurance fraud. (3 hr lecture)

FFT 2813 Fire Department Management 3 SH
This course introduces the student to management. Particular attention is paid to the management process as it relates to non-emergency and emergency aspects of the fire officers' role. (3 hr lecture)

FFT 2823 Fire Service Supervision 3 SH
Focusing specifically on supervising and managing personnel involved with providing fire protection, this course provides the student with information on developing effective supervisory techniques, the role of the supervisor, dealing with problem situations, and other areas related to personnel in the fire service and individual work groups. (3 hr lecture)

FFT 2833 Financial Management 3 SH
Budgeting and financial management are the primary concerns of this course. Various methods of budgeting are discussed as well as budgetary tracking methods and evaluation procedures. An applied project requires the development of a model budget for the student's fire service organization. (3 hr lecture)

FOOD PROCESSING TECHNOLOGY (1+1)

FPT 1113 Introduction to the Food Industry 3 SH
Overview of the food industry including history and development. The changing nature of food, preservation techniques, quality and nutritional aspects, marketing, and distribution. (3 hr lecture)

FPT 1123 Computations in Food Processing 3 SH
This course includes study of basic computational approaches as they apply to a wide range of food formulations and applications. (3 hr lecture)

FPT 1132 Food Sensory Evaluation 2 SH
Sensory evaluation techniques used in food evaluation. Sensory evaluation in new food product development, quality control, and market research. Sensory evaluation methods. (2 hr lecture)

FPT 1143 Food and Family Nutrition 3 SH
Functions and inter-relationships of various nutrients in the body; nutritional requirements during the life cycle; analysis of dietary intakes; individual and family food habits. (3 hr lecture)

FPT 1212 Food Plant Sanitation 2 SH
Role of sanitation in producing food; chemistry and microbiology of cleaning and sanitation. Establishment of plant sanitation programs. Special cleaning needs of different food operations.
(2 hr lecture)

FPT 1223 Food Inspection and Regulations 3 SH
Federal, state, and local food laws. Attributes of food quality and their importance in the market place. Inspection regulations for food processing plants. Relevant standards and grades of raw and processed food products. (3 hr lecture)

FPT 1233 Food Processing Technology 3 SH
Principles of food preservation and food engineering as they relate to freezing, canning, drying, packaging, and other processes. Modern methods of preparation, processing and preservation and their affect on the characteristics of food and food production. (2 hr lecture, 2 hr lab)

FPT 1313 Food Internship I 3 SH
(Prerequisite: Sophomore standing) On-the job internship experience, or additional college laboratory or classroom experience designed to make the student more acceptable to the food industry. (9 hr supervised work experience)

FPT 1323 Food Internship II 3 SH
(Prerequisite: The student should be enrolled in Food Processing Technology.) On-the-job internship experience, or additional college laboratory or classroom experience designed to make the student more acceptable to the food industry. (9 hr supervised work experience)

FPT 2113 Food Quality Control 3 SH
Role of quality control/quality assurance systems in establishing and maintaining quality. Quality attributes, their measurements and systems for controlling, including statistical quality control.
(2 hr lecture, 2 hr lab)

FPT 2214 **Food Microbiology** **4 SH**

(Prerequisite: BIO 2924 or Instructor approval) Further evaluation of food products, factors affecting the safety, shelf life and microbial quality of food products. The role of microorganisms in the food industry. Sanitation aspects of microbial quality of food. (3 hr lecture, 2 hr lab)

FPT 2223 **Food Product Analysis** **3 SH**

(Prerequisite: CHE 1313 or Instructor approval) Detail methods and techniques for analyzing food composition. Chemistry of different classes of foods; principles behind analysis methods and their use in the food industry; food deterioration, preservation and additives; and the effects of processing on food composition. (2 hr lecture, 2 hr lab)

FPT 2233 **New Product Development** **3 SH**

(Prerequisite: CHE 1313 or Instructor approval) Basic concepts in new product development, various aspects involved and contributions of many disciplines working together. Types of packaging materials and economic factors. (3 hr lecture)

HEALTH INFORMATION TECHNOLOGY (Medical Records Technology)

HIT 1114 **Health Record Systems** **4 SH**

(Prerequisite: Admission to the HIT Program) This course is an introduction to health record systems including admissions procedures; record content, analysis and use, retention requirements; and numbering and filing systems. (3 hr lecture, 2 hr lab)

HIT 1123 **Survey of Health Information Systems** **3 SH**

Overview of automated information systems used in various settings in the health care delivery system. Includes basic computer concepts, terminology, and privacy/security issues which affect access to and use of patient information. Lecture supplemented with hands-on computer exercises and field trips to local health care facilities. (3 hr lecture)

HIT 1213 **Medical Terminology** **3 SH**

This course is a study of medical language relating to the various body systems including diseases, procedures, clinical specialities, and abbreviations. In addition to term definitions, emphasis is placed on correct spelling and pronunciation. (3 hr lecture)

HIT 1311 **Health Care Delivery Systems** **1 SH**

This course is an introduction to the United States health care delivery system with emphasis on the changing role of health care providers , hospitals and other facilities, and governmental agencies. (1 hr lecture)

HIT 1322 **Health Care Law & Ethics** **2 SH**

(Prerequisites: HIT 1114, 1311) This course is a study of the principles of law as applied to health information systems with emphasis on health records, release of information, confidentiality, consents, and authorizations. (2 hr lecture)

HIT 1413 **Disease I** **3 SH**

(Prerequisites: HIT 1213, BIO 2511, 2513) This course covers structural and functional changes caused by disease in tissues and organs, clinical manifestations, and principles of treatment with emphasis on general concepts and diseases affecting the body as a whole. (3 hr lecture)

HIT 1512 **Directed Practice I** **2 SH**

(Prerequisites: HIT 1114, 1213, 1311) In this course, students rotate through health information management areas in hospitals and other health facilities for application of principles and procedural practice to attain competency. Specific content is dependent on placement in curriculum and site availability. (6 hr clinical)

HIT 2123 **Health Record Systems II** **3 SH**

(Prerequisites: HIT 1114, 1213, 1311) This course is a study of health record systems in alternative settings, cancer program records, medical staff organization, and accreditation and licensure standards. (2 hr lecture, 2 hr lab)

HIT 2133 **Health Statistics** **3 SH**

(Prerequisites: HIT 1114, 2123) This course includes sources and use of health data, definitions of statistical terms, and computation of commonly used rates and percentages used by health care facilities. (2 hr lecture, 2 hr lab)

HIT 2222 **Medical Transcription** **2 SH**

(Prerequisites: HIT 1213, BIO 2511, 2513, BOT 1123) This course covers concepts in computerized medical transcription in health care facilities with emphasis on content of various medical reports and application of medical transcription standards in a hospital medical transcription center. (1 hr lecture, 2 hr lab)

HIT 2423 Disease II 3 SH
(Prerequisite: HIT 1413) This course is a continuation of Disease I with emphasis on conditions relating to specific body systems, manifestations, and principles of treatment. (3 hr lecture)

HIT 2522 Directed Practice II 2 SH
(Pre/Co-requisite: HIT 1512) In this course, students rotate through health information management areas in hospitals and other health facilities for application of principles and procedural practice to attain competency. Specific content is dependent on placement in curriculum and site availability. (6 hr clinical)

HIT 2532 Directed Practice III 2 SH
(Prerequisite: HIT 1512) In this course, students rotate through health information management areas in hospitals and other health facilities for application of principles and procedural practice to attain competency. Specific content is dependent on placement in curriculum and site availability. (6 hr clinical)

HIT 2614 Coding Systems I 1 SH
(Prerequisites: HIT 1114, 1213, BIO 2511, 2513, 2521, 2523) This course includes principles of coding and classification systems with emphasis on ICD-9-CM including lab application and practice. (3 hr lecture, 2 hr lab)

HIT 2624 Coding Systems II 4SH
(Prerequisite: HIT 2614) This course is a continuation of the study of principles of ICD-9-CM coding; introduction to coding with Health Care Financing Administration's Common Procedure Coding System (HCPCS) with emphasis on Current Procedural Coding (CPT); and review of current reimbursement mechanisms. (3 hr lecture, 2 hr lab)

HIT 2713 Health Care Supervision 3 SH
(Prerequisites: HIT 1114, 2123) This course includes basic principles of management and supervision with emphasis on the health information setting. (3 hr lecture)

HIT 2811 Performance Improvement Techniques 1 SH
(Prerequisite: HIT 2123) This course covers principles of performance improvement techniques in health care facilities; trends in utilization and risk management; the use of quality monitors in the health information department. (1 hr lecture)

HIT 2912 Computers in Health Care 2 SH
(Prerequisite: HIT 1123) This course is an overview of computer use in health care facilities with emphasis on applications for health information services. (2 hr lecture)

HOSPITALITY & TOURISM MANAGEMENT TECHNOLOGY CULINARY ARTS TECHNOLOGY OPTION (1+1)

CUT 1114 Culinary Principles I 4 SH
Fundamentals of food preparation and cookery, emphasizing high standards of production. Preparation and handling of vegetables, soups, stocks, and sauces. (2 hr lecture, 4 hr lab)

CUT 1213 Dining Room Management 3 SH
Management of a restaurant dining room including good housekeeping techniques, fine food, and efficient service. Types of dining service include: (French, Russian, American, English) waited table service, limited service, counter, tray service, and catering. Emphasis will be placed on staffing, scheduling, controls and skills required to effectively supervise a dining room operation. (3 hr lecture)

CUT 1224 Culinary Principles II 4 SH
(Prerequisite: CUT 1114) Fundamentals of food preparation and cookery, emphasizing high standards of production. Preparation and handling of entrees, meat, poultry, meat cutting, broiling, sauteing, frying.
(2 hr lecture, 4 hr lab)

CUT 1243 Menu and Facilities Planning 3 SH
The principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. (3 hr lecture)

CUT 1253 Purchasing and Receiving 3 SH
The basic principles of purchasing and writing specifications for food and supplies and proper receiving/storage techniques to control food cost and waste in a food operation. (2 hr lecture, 2 hr lab)

CUT 1256 Culinary Arts Externship 6 SH
(Prerequisite: Sophomore standing) Supervised work experience in an approved food service establishment under the supervision of the business/agency involved and the instructor. (18 hr supervised work experience)

CUT 1314 American Regional Cuisine 4 SH
(Prerequisite: CUT 1224) Exploration of the various regional cuisines of the United States. (2 hr lecture, 4 hr lab)

CUT 2124 Principles of Baking 4 SH
(Prerequisite: CUT 1224) Fundamentals of baking which involve preparation of simple desserts, yeast rolls, breads, quick breads, pies, and cakes. Proper use and care of equipment are stressed. Discussions and practical exposure to the pastry chef's duties and their relationship to other kitchen operations.
(2 hr lecture, 4 hr lab)

CUT 2163 Restaurant and Catering Operations 3 SH
Study and practice in the principles of operating a restaurant or catering service. Course covers such areas as beverage control, sales promotion, advertising, personnel, legal aspects, insurance, labor management relations. (3 hr lecture)

CUT 2213 Garde Manger 3 SH
(Prerequisite: CUT 1224) Basic garde manger principles emphasizing the duties of the department and its relationship to other kitchen operations. Specific emphasis is placed on specialty work which includes garnishes, ice carving, buffet decorations, tallow, chaud-froid, aspic and other decorative work. (1 hr lecture, 4 hr lab)

CUT 2214 Continental and Classical Cuisine 4 SH
(Prerequisite: CUT 1224) Study and practice in the cooking techniques and ingredients unique to European, Far Eastern and South American Cuisines. Emphasis is on traditions applied to modern standards of quality, nutrient values, and presentation by preparing representative modernized regional menu items from each area. (2 hr lecture, 4 hr lab)

CUT 2424 International Cuisines 4 SH
(Prerequisite: HRT 1514) This course will provide the student exposure to various non-European cuisines that have become important sources for menu items. (2 hr lecture, 4 hr lab)

HOSPITALITY & TOURISM MANAGEMENT TECHNOLOGY
HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY OPTION

HRT 1111 Leadership Development I 1 SH
Coordination of HRT and CUT related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to HRT and CUT students only. (1 hr lecture)

HRT 1113 Introduction to the Hospitality Industry 3 SH
This course provides a basic understanding of the lodging and food service industry by tracing the industry's growth and development, reviewing the organization of hotel and food and beverage operations, and by focusing on industry opportunities and future trends. (3 hr lecture)

HRT 1121 Leadership Development II 1 SH
Coordination of HRT and CUT related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to HRT and CUT students only. (1 hr lecture)

HRT 1213 Sanitation & Safety 3 SH
Explains how to effectively manage a sanitation and safety program in the food service industry to achieve high standards that will keep customers coming back. (3 hr lecture)

HRT 1313 Housekeeping Management 3 SH
This course presents a systematic approach to managing housekeeping operations in the hospitality industry. (3 hr lecture)

HRT 1413 Front Office Procedures 3 SH
This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with the check-out and settlement. Front office procedures and management are placed within the context of the overall operation of a hotel. (3 hr lecture)

HRT 1514 Food Production and Service 4 SH
Explains the techniques and procedures of quality and quantity food production and service, providing the principles underlying the selection, composition, and preparation of major food products and service. (2 hr lecture, 4 hr lab)

HRT 1613 Hospitality Human Resources Management 3 SH
This course presents the principles of human resources management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. (3 hr lecture)

HRT 2111 Leadership Development III 1 SH
Coordination of HRT and CUT related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to HRT and CUT students only. (1 hr lecture)

HRT 2121 Leadership Development IV 1 SH
Coordination of HRT and CUT related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to HRT and CUT students only. (1 hr lecture)

HRT 2413 Hospitality Supervision 3 SH
This course presents the principles of supervision as applied to the hospitality industry. (3 hr lecture)

HRT 2523 Food and Beverage Management 3 SH
(Prerequisite: HRT 1514) Provides a basic understanding of the principles of food production and service management, reviewing menu planning, purchasing, receiving, storage, beverage management with coverage of aspects of food and beverage analysis techniques. (2 hr lecture, 2 hr lab)

HRT 2623 Marketing Hospitality Services 3 SH
(Prerequisite: HRT 1613) This course is designed to provide students with the basic knowledge and practical experience which will enable them to develop strategic marketing plans for hospitality properties. (3 hr lecture)

HRT 2713 Food and Beverage Control 3 SH
Covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, income and cost control, menu pricing, and computer applications. (3 hr lecture)

HRT 2816 Hotel/Restaurant Internship 6 SH
An advanced course dealing with concepts, terminology, and theory of Hotel and Restaurant Management with direct applications. The student will be placed in a work environment where the student will have to solve problems as encountered in industry. (2 hr lab, 15 hr externship)

HOSPITALITY & TOURISM MANAGEMENT TECHNOLOGY
TRAVEL AND TOURISM MANAGEMENT TECHNOLOGY OPTION

TTT 1113 The Professional Tour Guide 3 SH
This course will explore all activities associated with organizing, booking, and conducting escorted tours. (2 hr lecture, 2 hr lab)

TTT 1213 The Travel Agency 3 SH
A detailed exploration of travel agency operation to include physical structure, staffing needs, legal implications, interaction with travel and lodging, and accreditation. (2 hr lecture, 2 hr lab)

TTT 1313 Travel and Tourism Geography 3 SH
Students will learn the location, climate, currency, port and entry, and form of governments in various countries around the world. Exercises involve itinerary planning, knowledge of time zones, and familiarity of the countries' natural, cultural, and entertainment attractions. (2 hr lecture, 2 hr lab)

TTT 2413 Seminar in Travel and Tourism 3 SH
This course will afford to students the opportunity to apply their knowledge of the travel industry in a practical application environment to include guest speakers, computer simulations, field trips, and audio-visual presentations. (2 hr lecture, 2 hr lab)

TTT 2513 Travel and Tourism Internship 3 SH
An advanced course dealing with concepts, terminology, and theory of Travel and Tourism Management with direct applications. The student will be placed in a work environment where the student will have to solve problems as encountered in industry. (135 hr externship)

INTERPRETER TRAINING TECHNOLOGY

IDT 1113 Introduction to Interpreting 3 SH

Define interpreting terms, list and discuss RID code of ethics, placement of interpreters in various settings, discuss environmental factors which are considered in assignments, describe the assessment and certification process. (3 hr lecture)

IDT 1123 Psycho-Social Aspects of Deafness 3 SH

This course will provide students with knowledge in types of communication problems resulting from deafness, ease in mixing with deaf persons, occupational trends for the deaf, causes and physiological aspects of deafness, and social barriers faced by deaf individuals. Deaf individuals and leaders in the community will be invited into the classroom to discuss these topics along with professionals working with the deaf in various situations. (3 hr lecture)

IDT 1131 Expressive and Receptive Fingerspelling 1 SH

This course will develop beginning expressive and receptive fingerspelling skills based on word and phrase recognition principles. Fingerspelling is an important part of communicating.
(1 hr lecture)

IDT 1143 Foundations of Deafness 3 SH

This course is designed for IDT majors, teachers, and counselors. Emphasis will be on history of deafness, trends and issues in education of the deaf, the deaf community and its culture. (3 hr lecture)

IDT 1164 American Sign Language I 4 SH

(Co-requisite: ENG 1113) A developmental course - meaning that the student (whatever his or her competency level at the beginning of the course) is expected to grow continuously throughout the semester. The student will develop a high degree of familiarity with and a respect for the usage of the basic principles of ASL through nonverbal communication techniques, eye training, and fingerspelling. Student will also, through discipline and instruction, be introduced to the basic patterns of American Sign Language (ASL).
(3 hr lecture, 2 hr lab)

IDT 1173 Transliterating I 3 SH

(Prerequisite: IDT 1164) Studies the skills required to transmit English into a manual code and visa versa. Introduces a variety of manual codes and their relationship to American Sign Language. (3 hr lecture)

IDT 1174 American Sign Language II 4 SH

(Prerequisite: IDT 1164) An introduction to Sign Language idioms and English idioms. This course will introduce ways to expressing English idioms in signs and also the vocabulary for the sign language idioms. Continuation of building student's sign language vocabulary is a primary interest of this course. Deaf resource persons, video tapes and other related materials will be included. (3 hr lecture, 2 hr lab)

IDT 1193 Orientation to Deafness 3 SH

This course is designed for students majoring in interpreting for the deaf, teachers, teachers' aides, and school counselors, etc. Review of a normal mechanism of speech and hearing and how they are affected by hearing loss. Emphasis on the history of deafness, trends in deaf education, and the deaf community and its culture. (3 hr lecture)

IDT 2123 American Sign Language III 3 SH

(Prerequisite: IDT 1174) An advanced level course in American Sign Language. An expansion of sign vocabulary to include English and Deaf idioms and their proper use in both languages. Concentration will be given toward proficiency in both ASL and methods of simultaneous translating for hearing-impaired people who communicate in various forms of manual English. Increased emphasis will be placed on the development of native-like fluency. Instruction is through conversational techniques incorporating additional principles and vocabulary items. (3 hr lecture)

IDT 2153 Interpreting in Special Situations 3 SH

This course includes lectures and observation of interpreters in various settings: educational, legal, medical, religious, and social work. Visits to schools for the deaf, clubs for the deaf, interpreters' meetings and workshops, and other possible contacts involving deaf individuals and interpreters. Reports of each observation will be required. (3 hr lecture)

IDT 2163 Sign-to-Voice Interpreting 3 SH

(Prerequisite: IDT 2123) Classroom work giving verbatim translations and reversing materials. There is an emphasis on the use of tapes and simulated situations. Vocabulary development, word endings, and use of temporary signs are discussed. The student will learn to translate simultaneously from manual to spoken English, learn to interpret from ASL into spoken English, acquire skill in reading and translating the manual alphabet, and become skilled in interpreting from various forms of manual communication into appropriate English diction. (3 hr lecture)

IDT 2173 Interpreting 3 SH
(Prerequisites: IDT 1164, 1174) Accuracy and clarity in expressive interpreting at a speed of 80 - 125 WPM, a receptive ability in understanding intent and content of a deaf speaker using ASL. Role play in actual experiences. (3 hr lecture)

IDT 2183 Transliterating II 3 SH
(Prerequisites: IDT 1164, 1173, 1174) Further studies the skills to transmit English into a manual code and visa versa. Introduces other sign English codes and how they relate to American Sign Language. (3 hr lecture)

IDT 2223 Educational Interpreting 3 SH
(Prerequisites: IDT 1164, 1174, 2123) Studies techniques and ethics involved in educational interpreting, focusing on special settings, code of ethics, physical arrangements and resources for interpreters. (3 hr lecture)

IDT 2263 Sign to Voice Interpreting II 3 SH
(Prerequisites: IDT 1164, 1174, 2123, 2163) The student will work to develop advanced voicing skills from both Signed English and American Sign Language. Video-taped and live projects will be completed. (3 hr lecture)

IDT 2313 Linguistics of American Sign Language 3 SH
(Prerequisite: IDT 1174) A course to examine the structural grammatical principles of American Sign Language and expand skill in comprehension and expression of ASL. Study of the culture and values of the Deaf Community will begin and information about language will be presented with emphasis on comparison of ASL and English. The content of this course will assist in the process of text analysis which will result in quality interpretation of ASL and English. (3 hr lecture)

IDT 2323 Artistic Interpreting 3 SH
(Prerequisite: Approval of Instructor) Study of the principles and techniques of artistic interpreting including literary and musical works. (3 hr lecture)

IDT 2333 Legal Interpreting 3 SH
(Prerequisite: Approval of Instructor) This is a preparation course for legal interpreting. The student will learn to anticipate settings, assess linguistic systems, determine and study specialized vocabulary, identify problems and apply ethical solutions, and practice interpreting legal texts. (3 hr lecture)

IDT 2343 Multi-Cultural Aspects of Hearing Impairment 3 SH
(Prerequisite: Approval of Instructor) A study of the deaf community of the United States. Emphasis will be placed on hearing impairment, educational, political, and cultural aspects. Independent research and individual student projects will be required. (3 hr lecture)

IDT 2353 Etymology for Interpreters 3 SH
(Prerequisite: Approval of Instructor) A course dealing with fundamentals of language building for interpreters of the deaf. Topics to be covered will include idioms, language/vocabulary building skills, informal language, dictionary skills, verb versatility, contextual clues, multiple meanings, multiple signs, and manual communication signs. (3 hr lecture)

IDT 2424 Interpreting Practicum 4 SH
(Prerequisite: Approval of Instructor) Application of interpreting/transliterating skills in a minimum of three supervised, approved practicum sites. All contact hours will be verifiable and direct observation will be administered by practicum supervisor. (1 hr lecture, 9 hrs. supervised work experience)

LANDSCAPE MANAGEMENT TECHNOLOGY (1+1)

HLT 1114 Plant Materials I 4 SH
A survey of common ornamental plants used in landscaping trees, shrubs, and vines. Includes instruction in basic classification and identification procedures and in the identifying characteristics, maintenance, and use of the plants in a horticultural setting. This course is designed to be offered in the fall semester. (2 hr lecture, 4 hr lab)

HLT 1124 Plant Materials II 4 SH
A continuation of Plant Materials I with an emphasis on foliage and flowering plants. Designed to be taught in the spring semester. (2 hr lecture, 4 hr lab)

HLT 1411 Survey of Landscape Management 1 SH
A course to provide opportunities to gain knowledge of current trends in landscape contracting. Includes the preparation and delivery of reports on current topics, field trips, guest speakers, and other activities. (1 hr lecture)

HLT 1513 Landscape Design I 3 SH
An introduction to the concepts of landscape design. Includes instruction and practice in the use of drawing instruments and supplies and in conducting a site analysis. (1 hr lecture, 4 hr lab)

HLT 1523 Landscape Design II 3 SH
(Prerequisite: HLT 1513) A continuation of Landscape Design I with emphasis on preparation and presentation of site analysis and plot plans. (1 hr lecture, 4 hr lab)

HLT 1614 Landscape Equipment Operation & Maintenance 4 SH
A course to provide instruction and practice in the safe and proper operation and maintenance of landscaping equipment to include hand tools, small engines, and tractors and tractor attachments. (3 hr lecture, 2 hr lab)

HLT 1713 Landscape Construction 3 SH
A course which provides instruction and practice in the installation of a landscape plan to include site preparation, installation of site amenities, bed preparation and planting, and shrub and tree planting. (1 hr lecture, 4 hr lab)

HLT 1813 Turfgrass Management 3 SH
A course to provide instruction and practice in the identification, selection, installation, and management/maintenance of turfgrasses. (2 hr lecture, 2 hr lab)

HLT 2113 Ornamental and Turf Pest Management 3 SH
Provides instruction and practice in the identification and control of common lawn pests and diseases. Includes instruction in identification, pesticide use and safety and legal aspects of pest control. (2 hr lecture, 2 hr lab)

HLT 2124 Landscape Maintenance & Weed Control 4 SH
A course to provide instruction and practice in the maintenance of trees, shrubs, and other greenscape features. Includes instruction in the use of herbicides and other weed control measures. (2 hr lecture, 4 hr lab)

HLT 2313 Landscape Business Management 3 SH
A course to provide instruction and practice regarding the management of a landscape operation Includes instruction in estimating and bidding; personnel management, supervision, and development; and business practices. (2 hr lecture, 2 hr lab)

HLT 2913 Internship in Landscape Management 3 SH
(Prerequisite: Sophomore standing) A course to allow students to apply skills and knowledge gained through the Landscape Management program in a job setting with a selected landscaping agency/business.
(320 hours minimum on-the-job work hours)

MARKETING MANAGEMENT TECHNOLOGY
GENERAL MARKETING MANAGEMENT TECHNOLOGY OPTION
REAL ESTATE TECHNOLOGY OPTION

MMT 1113 Applied Marketing 3 SH
Study of principles and problems of marketing goods and methods of distribution from producer to consumer. Types, functions, and practices of wholesalers and retailers in the American marketing system and efficient techniques in the development and expansion of markets are included. (2 hr lecture, 2 hr lab)

MMT 1123 Marketing Seminar I 3 SH
Develops leadership skills and human relations skills necessary for success in the field of Marketing Management. A minimum of six outside speakers will address the class on topics directly related to Marketing careers. Emphasis will be placed on developing civic, social, and business responsibilities. (2 hr lecture, 2 hr lab)

MMT 1213 Applied Management 3 SH
Study of the basic principles and functions of management. Special emphasis on planning, organizing, directing, staffing, and controlling. (2 hr lecture, 2 hr lab)

MMT 1313 Salesmanship 3 SH
Basic principles and techniques of salesmanship and their practical application. Topics include basic tenets of psychology as related to the selling field, motivating the customer to buy, closing a sale, how to lose a sale and still keep a good customer, and producing good customer relations and a good selling environment. (2 hr lecture, 2 hr lab)

MMT 1413 Merchandising 3 SH
(Prerequisite: BOT 1313) Study of the activities involved in the merchandising process. Included are the social, economic, technological, and competitive aspects and the changes in policies, methods and managerial strategy. (2 hr lecture, 2 hr lab)

MMT 1423 Advertising 3 SH
The role of advertising and its effectiveness. Consumer and product research, advertising media and strategic planning, and advertising construction. (2 hr lecture, 2 hr lab)

MMT 1123 Marketing Seminar II 3 SH
(Prerequisite: MMT 1123) Further develops leadership skills and human relations skills necessary for success in the field of Marketing Management. A minimum of six outside speakers will address the class on topics directly related to Marketing careers. Emphasis will be placed on developing civic, social, and business responsibilities. (2 hr lecture, 2 hr lab)

MMT 2173 Sales Management 3 SH
Study of successful sales executive's qualities and characteristics. Emphasis on pricing, distribution, promotion, and brand management; also managerial decisions involved in recruiting, selecting, training, and motivating salesmen. (3 hr lecture)

MMT 2223 Retail Management 3 SH
(Prerequisite: MMT 1213) Study of retailing processes, including functions performed, principles governing effective operation, and managerial problems resulting from current economic and social trends.
(2 hr lecture, 2 hr lab)

MMT 2233 Human Resource Management 3 SH
(Prerequisite: MMT 1213) Objectives, organization, and functions of personnel programs. Emphasis is placed on selection and placement, job evaluation, training, education, safety, health, employer-employee relationships, and employee services. (2 hr lecture, 2 hr lab)

MMT 2243 Marketing Management Decision Making 3 SH
(Prerequisite: MMT 1213) Effective management of small marketing firms, including planning, organizing, and controlling business operations. Also included are initial problems of starting of business, legal and governmental controls, and operation of certain types of small businesses. (2 hr lecture, 2 hr lab)

MMT 2513 Entrepreneurship 3 SH
Study of the development of a product or services idea and the creation of an organization to further its growth. (2 hr lecture, 2 hr lab)

MMT 2713 Principles of Real Estate 3 SH
A survey of the problems involved in the acquisition, transfer, operation, and management of real estate. (3 hr lecture)

MMT 2723 Real Estate Law 3 SH
The law of real property and the law of estate brokerage. (3 hr lecture)

MMT 2733 Real Estate Sales 3 SH
A study of the methods and techniques employed by real estate salespersons in the sale and promotion of real estate. (3 hr lecture)

MMT 2743 Real Estate Appraisal 3 SH
Methods, procedures, and evaluation techniques of appraising commercial and residential real property under various conditions. (3 hr lecture)

MMT 2763 Real Estate Practice 3 SH
(Prerequisite: Six semester hours in real estate to include Principles of Real Estate) This course is designed to provide instruction to the student on techniques inherent to developing a successful real estate career. Emphasis will be placed on basic knowledge skills and the development of a real estate practice. (3 hr lecture)

MMT 2773 Commercial Real Estate Finance 3 SH
A survey course of construction lending and investment property financing including risk management strategies, legal concepts in commercial real estate transactions, the commercial real estate loan process, and basic formulas used in real estate investment analysis. (3 hr lecture)

MMT 2783 Residential Mortgage Lending 3 SH
A survey course including the mortgage lending process, governmental regulations and compliance issues involved in interviewing mortgage loan applicants, and the processing of loan applications. (3 hr lecture)

MMT 2916 Internship In Marketing 6 SH
(Prerequisite: All courses as scheduled) Advanced course in concepts, terminology, and theory of Marketing Management Technology with direct application. The student will be placed in a work environment and required to solve problems encountered there. (18 hr externship)

MEDIA TECHNOLOGY

MDT 1113 Introduction to Radio and Television Production 3 SH
A basic history and theory class concerning the role of communication systems in our society. Discussion of job characteristics and opportunities will be emphasized. Field trips will also be used in instruction. (3 hr lecture)

MDT 1213 Operation and Maintenance of AV Equipment 3 SH
This course involves troubleshooting,16mm motion picture projector, filmstrips, overhead projectors, cameras, editing machines, slide projectors. (2 hr lecture, 2 hr lab)

MDT 1244 Introduction to Mass Communication 4 SH
The historical development of man's dissemination of information and the social and economic impact of the media are discussed. (4 hr lecture)

MDT 1314 Fundamentals of Television Production 4 SH
A laboratory and lecture course where the student will learn the operation of a television studio. (2 hr lecture, 4 hr lab)

MDT 1323 Electronics for Media 3 SH
This course is designed for the student whose curriculum requires a knowledge of electronics. The course content encompasses a broad spectrum which includes DC circuits, AC circuits, electronic media and consumer electronics. (2 hr lecture. 2 hr lab)

MDT 2234 Instructional Graphics 4 SH
This course deals with developing visual materials including dry mount, lamination, stencil lettering, ink lettering, and overhead transparencies. (2 hr lecture, 2 hr lab)

MDT 2243 Cataloging Non-Print Material 3 SH
The student will learn basic fundamentals in cataloging non-print material.
(2 hr lecture, 2 hr lab)

MDT 2324 Intermediate Television Production 4 SH
A laboratory and lecture course where the student will learn the operations of a television control room. (2 hr lecture, 4 hr lab)

MDT 2334 Advanced Television Production 4 SH
This course will allow the student to produce original television production. Direction, production, layout and organization will be stressed. (1 hr lecture, 6 hr lab)

MDT 2414 Fundamentals of Audio Production 4 SH
The student will learn the theory of audio taping as well as actual production. A discussion of the different types of equipment used in audio production will also be emphasized. (1 hr lecture, 6 hr lab)

MDT 2424 Editing 4 SH
(Prerequisite: MDT 2324) Student projects are emphasized and include basic principles, procedures, and techniques of TV and Radio production. Creativity in various productions includes audio production, film editing, and floor management. (3 hr lecture, 2 hr lab)

MDT 2513 Principles of Photography 3 SH
Use of photography as a communication medium. Principles of picture taking and darkroom techniques are emphasized. (2 hr lecture, 4 hr lab)

MEDICAL ASSISTING TECHNOLOGY

MET 1112 Introduction to Medical Assisting 2 SH
Introduces the student in health occupations education programs to basic principles of human behavior and to application of the personalized approach to the delivery of health care. Basic interpersonal communication concepts and techniques are emphasized. (2 hr lecture)

MET 1213 Medical Terminology 3 SH
This course is a study of medical language relating abbreviations. In addition to term definitions, emphasis is placed on correct spelling and pronunciation. (3 hr lecture)

MET 1314 Medical Business Practices 4 SH
(Prerequisite: CPT 1114) The purpose of this course is to teach the student to work in the medical assisting position. Thus its aim is to provide the student with on-hand situations through the use of simulated office settings, pegboard simulation, and demonstration. The student will exercise good judgment, act independently, and cope with interruptions. (3 hr lecture, 2 hr lab)

MET 1323 Medical Transcription 3 SH
(Co-requisites: CPT 1114, MET 1213) This course includes concepts in medical dictation and word processing in health care facilities; transcribing techniques and practice in transcribing basic medical reports; and application of medical transcription standards in a medical transcription center. (2 hr lecture, 2 hr lab)

MET 1413 Clinical Procedures I 3 SH
(Co-requisites: MET 1213, 1713) The purpose of this course is to introduce the student to clinical skills. This course also provides students with opportunities to practice and demonstrate proficiency in the procedures listed in AAMA/AMA DACUM Analysis. (2 hr lecture, 2 hr lab)

MET 1513 Medical Law and Ethics 3 SH
Medical Ethics; medical acts; legal relationship of physician and patient; legal responsibilities of medical assistant; and professional liability. (3 hr lecture)

MET 1713 Phamacology For Medical Assisting 3 SH
This course is designed for the medical assistant working outside the hospital setting. The text reflects current and commonly used practices, procedures, medication, and drug preparation. At all times, safety is emphasized for the health professional administering the medication and the patients receiving the medication. Accuracy is stressed. (3 hr lecture)

MET 2423 Clinical Procedures II 3 SH
(Prerequisite: MET 1413) This course is a continuation of Clinical Procedures I. (2 hr lecture, 2 hr lab)

MET 2432 Clinical Review 2 SH
(Prerequisite: MET 2915) A review of all areas covered during clinical experience through Externship. (2 hr lecture)

MET 2524 Medical Insurance 4 SH
To acquaint the student with different types of insurance, including Unemployment Compensation, disability, Worker's Compensation or industrial insurance, federal Medicare, state Medicaid, Medicare-Medicaid, group plans such as Blue Cross and Blue Shield, and Civilian Health and Medical Program of the Uniformed Services (CHAMPUS). Practical approach to insurance billing; basic medical and insurance abbreviations, and terminology will be presented. (3 hr lecture, 2 hr lab)

MET 2614 Medical Laboratory for Medical Assistants 4 SH
Techniques of the clinical laboratory to include competent use of the microscope, understanding of the theory and knowledge of the common laboratory tests performed in the physician's office, and accuracy in performing laboratory tests and reporting results. (3 hr lecture, 2 hr lab)

MET 2916 Externship 6 SH
(Prerequisite: Successful completion of all freshman and 1st semester sophomore courses is required.) This course includes supervised experience in medical offices to provide student with a comprehensive application of knowledge and skills in front office procedures, and clinical skills to include clinical laboratory procedures, examination room techniques, pharmacology, radiology, and medical records. (18 hr clinical)

MEDICAL LABORATORY TECHNOLOGY

MLT 1111 Fund of Med Lab Tech/Phiebotomy 1 SH
The course includes an overview of the field of Medical Laboratory Technology, familiarization with laboratory safety, microscopes, glassware, and equipment. It also includes laboratory organization, medical ethics, and employment opportunities. Basic laboratory specimen collection techniques are introduced. (2 hr lab)

MLT 1212 Urinaiysis/Body Fiuids 2 SH
This course is an introduction to urinalysis and laboratory analysis of miscellaneous body fluids. It includes the basic principles of routine and special urine tests, and specimen examination through laboratory work. Theory and test profiles are also presented for miscellaneous body fluids with correlation to diseased states. (1 hr lecture, 2 hr lab)

MLT 1313 Hematoiogy I 3 SH
This course is a study of the function of blood, morphology, and maturation of normal cells, blood cell counts, differentials of white cells, and blood collection and handling. (2 hr lecture, 2 hr lab)

MLT 1324 Hematoiogy il 4 SH
(Prerequisite: MLT 1313) This course includes the study of abnormal cell morphology and disease involving blood cells, test procedures used in laboratory diagnosis of hematological disease, normal and abnormal hemostasis, and diagnostic procedures for evaluation of bleeding abnormalities and anticoagulant therapy. (2 hr lecture, 4 hr lab)

MLT 1413 immunoiogy/Serology 3 SH
This course includes basic principles of serology/immunology, theory and performance of routine serology tests. (2 hr lecture, 2 hr lab)

MLT I515 Ciinicai Chemistry 5 SH
(Prerequisites: CHE 1211, 1213) This course is the study of human biochemistry as an aid in the diagnosis of disease processes. It includes chemisty procedures performed on body fluids for aiding in diagnosis of disease processes. (3 hr lecture, 4 hr lab)

MLT 2424 Immunohematoiogy 4 SH
(Prerequisite: MLT 1413) This course includes collection, processing, storage, and utilization of blood components. It also includes the study of immunological principles and procedures for blood typing, crossmatching, antibody detection, identification, and investigation of hemolytic disease of the newborn. (2 hr lecture, 4 hr lab)

MLT 2612 Parasitology 2 SH
This course covers the morphology, physiology, life cycles, and epidemiology of human pathogenic parasites. Identification of the parasites from human material is also included. (1 hr lecture, 2 hr lab)

MLT 2614 Pathogenic Miicrobiology 4 SH
(Prerequisites: BIO 2921, 2923) Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of microorganisms of medical importance are emphasized in this course. Included are techniques used in determining the sensitivity of pathogenic bacteria to different antibiotic and other drugs. (2 hr lecture, 4 hr lab)

MLT 2711 MLT Seminar 1 SH
(Prerequisites: MLT 1111, 1213, 1313, 1324, 1413, 1515, 2424, 2714) This course represents a synthesis of previous didactic, laboratory, and clinical experiences. Students will select and present a case study. Recognition of the importance of employability skills after graduation is included. (2 hr lab)

MLT 2713 Certification Fundamentals for MLT 3 SH
(Prerequisites: MLT 1111, 1213, 1313, 1324, 1413, 1515, 2424, 2612, 2714) This course is an in-depth study and review of material covered in the MLT curriculum. Designed to prepare students for the national registry/certifying exams. (3 hr lecture)

MLT 2916 Ciinical Practice I 6 SH
(Prerequisites: MLT core courses) Clinical practice and didactic instruction in a clinical affiliate. Areas covered are hematology, clinical chemistry, immunohematology, urinalysis, microbiology, coagulation, and serology . (18 hr clinical)

MLT 2926 Ciinical Practice II 6 SH
(Prerequisite: MLT 2916) A continuation of Clinical Practice I. (18 hr clinical)

MLT 2936 Clinical Practice iii 6 SH
(Prerequisite: MLT 2926) A continuation of Clinical Practice II. (18 hr clinical)

PARALEGAL TECHNOLOGY

LET 1113 Legal Systems and Terminology 3 SH
This course provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives an overview of different areas of law, and presents ethics. (3 hr lecture)

LET 1213 Legal Research 3 SH
(Prerequisite: LET 1113) This course is an introduction to basic sources of law and the methods of legal research, including ethics. (2 hr lecture, 2 hr lab)

LET 1413 Wills and Estates 3 SH
(Prerequisite: LET 1113) This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics. (3 hr lecture)

LET 1513 Family Law 3 SH
This course is a study of the areas of law pertaining to domestic relations, emphasizing ethics. (3 hr lecture)

LET 1713 Legal Writing 3 SH
(Prerequisite: LET 1213) This course includes composition of legal communications, briefs, memoranda, and other legal documents with an emphasis on ethical considerations. (2 hr lecture, 2 hr lab)

LET 2313 Civil Litigation 3 SH
(Prerequisite: LET 1713) This course is an evaluation of the litigation process. Emphasis is on the structure of the Mississippi Court System and gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses using ethical standards. (2 hr lecture, 2 hr lab)

LET 2323 Torts 3 SH
(Prerequisite: LET 1113) This course provides instruction in the area of law which deals with private and civil wrongs and injuries as distinguished from breach of contract. Concentrates on the elements of a tort, types of torts, damages, remedies, and ethics. (3 hr lecture)

LET 2453 Real Property I 3 SH
(Prerequisite: LET 1113) This course is an introduction to real property law including ownership and transfer, employing ethics. (2 hr lecture, 2 hr lab)

LET 2523 Administrative Law and Bankruptcy 3 SH
(Prerequisite: LET 1113) This course is an introduction to the field of administrative and public law with emphasis on powers and procedure and governmental agencies. The introduction of federal bankruptcy statutes and various types of bankruptcy forms will also be included. (3 hr lecture)

LET 2633 Paralegal Skills and Applications 3 SH
(Prerequisite: LET 1113) This course provides practical application of daily legal office skills needed in the legal field, professional enrichment presentations, history of the profession, professional ethics through fact analyzation, and an overview of law office management. (3 hr lecture)

LET 2923 Internship for Paralegals 3 SH
(Prerequisite: LET 1213) Supervised practical experience in private law firms, courts, government offices and agencies, corporations or trust departments of banks. Provides students the opportunity to apply theory presented in the classroom in a supervised work setting. (135 clock hours)

PHYSICAL THERAPIST ASSISTANT

PTA 1111 PTA Practicum I 1 SH
(Prerequisite: Admission to Physical Therapist Assistant Program) This course is designed to provide the student with extended observational time with limited participation in physical therapy activities. The student has the opportunity to gain a knowledge of the health care delivery system and physical therapy's place within that system. (3 hr clinical)

PTA 1121 PTA Practicum II 1 SH
(Prerequisite: Admission to Physical Therapist Assistant Program) This course is designed to provide the student with extended observational time with limited participation in physical therapy activities. The student has the opportunity to gain a knowledge of the health care delivery system and physical therapy's place within that system. (3 hr clinical)

PTA 1123 Fundamental Concepts of Physical Therapy 3 SH
(Prerequisite: Admission to Physical Therapist Assistant Program) This course is an introduction to the field of physical therapy including role orientation, professional organizational structure, legal and ethical implications, and legislation. Historical patterns in the development of the profession will be explored and medical terminology introduced. (3 hr lecture)

PTA 1124 Therapeutic Modalities I 4 SH
(Pre/Co-requisites: PTA 1123, 1213, 1314, 1324) This course is an introduction to the theory and practical application of hydrotherapy, thermotherapy, electrotherapy, cryotherapy, phototherapy, and mechanotherapy. Emphasis will be placed on the techniques of application, indications, and contraindications of modalities. (3 hr lecture, 2 hr lab)

PTA 1213 Fundamental Skills for Physical Therapist Assistants 3 SH
(Prerequisite: PTA 1123) This course provides a knowledge of topics utilized in the practice of physical therapy. Topics covered will include positioning and transfers, postural analysis, body mechanics, length and girth measurement, gait training, aseptic techniques, dressing, and bandaging. First aid and emergency techniques will also be covered. (2 hr lecture, 2 hr lab)

PTA 1314 Kinesiology 4 SH
(Pre/Co-requisites: PTA 1123, 1213.) This course studies individual muscles and muscle functions, biomechanical principles of joint motion and gait patterns, and goniometry. (3 hr lecture, 2 hr lab)

PTA 1324 Therapeutic Exercise and Rehabilitation I 4 SH
(Pre/Co-requisites: PTA 1123, 1213, 1314.) This course provides an overview of the biochemical and neurophysiological basis and application of various therapeutic exercises. The basics of therapeutic exercise are correlated with specific conditions. Manual muscle testing is also introduced. This course focuses on rehabilitation techniques in the treatment of a variety of selected disabling conditions. Emphasizes specialized exercise procedures. (3 hr lecture, 2 hr lab)

PTA 2234 Therapeutic Modalities II 4 SH
(Pre/Co-requistes: PTA 1123, 1213, 1224, 1314, 1324, 1413) This course emphasizes theory and practical application of electrotherapy and other therapeutic procedures. Indications and contraindications of modalities are also discussed. (3 hr lecture, 2 hr lab)

PTA 2333 Therapeutic Exercise and Rehabilitation II 3 SH
(Pre/Co-requisites: PTA 1123, 1213, 1224, 1314, 1324, 1413) This course is a continuation of the theory, principles, and techniques of therapeutic exercise; the techniques of goniometric, sensory, and gross manual muscle testing as applied to muscle weakness and restriction; principles of prosthetics and orthotics; functional training; and other techniques. (1 hr lecture, 4 hr lab)

PTA 2413 Clinical Education I 3 SH
(Prerequisites: Core Physical Therapist Assistant courses) This course offers progressive supervised clinical experiences in applying the skills and modality procedures which prepare students for entry into the Physical Therapy profession. (9 hr clinical)

PTA 2424 Clinical Education II 4 SH
(Prerequisites: Core Physical Therapist Assistant courses) This course offers progressive supervised clinical experiences in applying the skills and modality procedures which prepare students for entry into the Physical Therapy profession. (12 hr clinical)

PTA 2434 Clinical Education III 4 SH
(Prerequisites: Core Physical Therapist Assistant courses) This course offers progressive supervised clinical experiences applying the skills and modality procedures which prepare students for entry into the Physical Therapy profession. (12 hr clinical)

PTA 2444 Clinical Education IV 4 SH
(Prerequisites: Core Physical Therapist Assistant courses) This course offers progressive supervised clinical experiences in applying the skills and modality procedures which prepare students for entry into the Physical Therapy profession. (12 hr clinical)

PTA 2513 Medical Conditions and Related Pathology 3 SH
(Pre/Co-requisites: PTA 1123, 1224, 1314, 1324, 1413) This course provides a basic knowledge of selected diseases and conditions encountered in physical therapy practice. Emphasis is on etiology, pathology, and clinical picture of diseases studied. Possible physical therapy procedures in each disability are discussed. (3 hr lecture)

PTA 2523 Physical Therapy Seminar 3 SH
(Pre/Co-requisites: PTA 1224, 1314, 1324, 1413) This course represents a synthesis of previous didactic, laboratory, and clinical experiences. Students are directed to explore a topic or area of interest in physical therapy practice. Recognition of the importance of employability skills after graduation is included. (3 hr lecture)

POSTAL MANAGEMENT TECHNOLOGY

PMT 1113 History and Organization of Postal Service 3 SH
Emphasis on tracing the history of the Postal Service through private and government agencies at the national and international level. Special attention to current postal service. (3 hr lecture)

PMT 1123 Employee and Labor Relations 3 SH
Emphasis on laws and practices of labor management, current status and problems, national and local agreements, bargaining units, grievance policy, disciplinary policy and the National Labor Relations Board. Special attention to employee relations on training, E.E.O., safety and health, and personnel problems. (3 hr lecture)

PMT 1133 Finance 3 SH
Emphasis on revenues, control of revenues, operational efficiency, facilities and ancillary functions, such as office services, administrative services, accounting and storage and distribution.
(3 hr lecture)

PMT 2113 Mail Processing 3 SH
Emphasis on overall understanding of the various aspects of mail processing with special attention to techniques and methods used by postal managers to move large amounts of mail within standard commitments in a cost effective manner. (3 hr lecture)

PMT 2123 Customer Services 3 SH
Postal operations involved in collecting mail from multiple, diverse points and transporting it in a time and cost effective manner to processing points to multiple, diverse recipients. Includes analysis and control systems. (3 hr lecture)

PMT 2133 Postal Problem Analysis 3 SH
Postal problems for which the student must use system analysis, problem solving grids, and decisions by objectives to analyze and specify the dimensions of the problems; identify and test possible causes; assess adverse consequences of possible causes, objectives and solutions; and analyze and test alternatives decided upon as possible objective solutions. (3 hr lecture)

PMT 2213 Postal Management Seminar I 3 SH
This course provides for a wide range of topics related to Postal Management which are not otherwise included in the curricula. (3 hr lecture)

PMT 2223 Postal Management Seminar II 3 SH
(Prerequisite: PMT 2213) This course is a continuation of Postal Management Seminar I. (3 hr lecture)

QUALITY ASSURANCE TECHNOLOGY
INSPECTION &TESTING TECHNOLOGY OPTION
(NOTE: Implementation subject to state approval and funding.)

QAT 1113 Introduction to Quality Assurance and Control 3 SH
This course will familiarize the student with quality assurance and quality control concepts as they apply to the inspector's position. The use and understanding of the various codes, standards, specifications and other regulatory documents are emphasized and integrated with the total quality concept. (2 hr lecture, 2 hr lab)

QAT 1213 Statistical Process Control 3 SH
Detailed treatment of industrial statistics as applied to quality control. Frequency distribution, dispersion, probability, sampling process chart, and correlation are discussed. (2 hr lecture, 2 hr lab)

QAT 1313 Drawings and Specifications 3 SH
This course provides the student with the basic concepts needed to read, understand, and interpret process and industrial drawings and specifications as required to plan or perform inspection and testing activities. (2 hr lecture, 2 hr lab)

QAT 1413 Inspection and Testing Technology 3 SH
This course will provide the student with a basic foundation of knowledge and skills common to most Quality Control and Nondestructive Testing disciplines covering both classroom and laboratory training. (2 hr lecture, 2 hr lab)

QAT 1513 Properties of Materials 3 SH
This course will provide the student with the necessary knowledge of materials to perform testing and inspection activities. Practical experience will be gained through laboratory training. (2 hr lecture, 2 hr lab)

QAT 1616 Internship Work Experience 6 SH
(Prerequisites: 1st year QAT Courses) Provides a paid supervised work experience in choice of NDT or Quality Control Inspection. Students will be placed in manufacturing plants, refineries, power plants, or chemical plants supervised by certified inspectors/technicians. Actual inspection/testing time to be recorded as on-the-job training. By the end of the internship, students will have gained three months inspection or testing experience which will meet the Level I experience requirements for several industry standards including ANSI and ASNT. (18 hr supervised work experience)

QAT 1623 Internship Seminar 3 SH
(Co-requisite: QAT 1616) Seminar will be taught at internship locations. Skills and information pertinent to the job being performed will be addressed. (3 hr lecture)

QAT 2114 Nondestructive Testing I 4 SH
(Prerequisite: QAT 1413) Classroom and laboratory instruction in the fundamentals of nondestructive testing and their application to various types of materials, manufacturing processes and industries. Career opportunities will be reviewed and discussed. (3 hr lecture, 2 hr lab)

QAT 2124 Nondestructive Testing II 4 SH
(Prerequisite: QAT 2114) Continued classroom and laboratory instruction designed to develop skills and knowledge in methods and procedures for nondestructive testing. The major emphasis of the course will be on the radiographic and ultrasonic testing methods. (3 hr lecture, 2 hr lab)

QAT 2213 Inspection Techniques I 3 SH
(Prerequisite: QAT 1413) This course will provide the student with the basic principles and techniques for a QC Inspector to perform the required tasks covering both classroom and laboratory training. Course is divided into three parts covering the following disciplines: 1) visual weld, 2) mechanical, and 3) receiving. (2 hr lecture, 2 hr lab)

QAT 2223 Inspection Techniques II 3 SH
(Prerequisite: QAT 2213) This course will provide the student with the necessary knowledge and skills for a QC inspector to perform the required tasks covering both classroom and laboratory training. Course is divided into three parts covering the following disciplines: 1) electrical, 2) instrumentation and controls, and 3) civil. (2 hr lecture, 2 hr lab)

RADIOGRAPHY TECHNOLOGY (RADIOLOGIC TECHNOLOGY)

RGT 2932 Radiography Technology Program & Registration 32 SH
(Prerequisites: (1) Receipt of an official Radiography Technology program completion document and proof of CAHEA/JRCERT accreditation from the hospital, school, or agency awarding the diploma; (2) Receipt of an official document from the American Registry of Radiologic Technologists.) A course designation which will be used as the mechanism for recording program course credit for a graduate of a CAHEA/JRCERT accredited radiographic tech program who also is registered by the American Registry of Radiologists.

RELATED STUDIES (TECHNICAL)

RST 1013 Learning to Learn 3 SH
Learning to Learn: Critical Thinking Skills for a Quality Workforce is a national training program created by the American Society for Training and Development to help employees and future employees (students) at all levels and all ages to think more analytically, to learn more thoroughly and effectively and to be more productive. It teaches individuals how to incorporate the basic skills of successful learners into their own learning and thinking behavior. (3 hr lecture)

RST 1623 Technical Mathematics I (Algebra) 3 SH
(Prerequisite: MAT 1203 or 1 unit of high school algebra or Instructor approval) Algebraic expressions and operations, dimensional analysis, linear equations, exponents and radicals, quadratic equations, identification and approximation of roots. Topics are taught using practical applications drawn from the various technical fields. (3 hr lecture)

RST 1633 Technical Mathematics II (Trigonometry) 3 SH
(Prerequisite: RST 1623 or equivalent) Exponentials and logarithms, trigonometry of right triangles, computations involving right triangle trigonometry, solution of oblique triangles, graphs of the trigonometric functions, the j-operator, binomial expansion, progressions. Topics are taught using practical applications drawn from the various technical fields. (3 hr lecture)

RST 2113 Internship Work Experience I 3 SH
(Prerequisite: Sophomore standing and Instructor approval) This course provides the opportunity for paid supervised work experience related to the chosen career field. In most cases, students must arrange for their own employment. (9 hr supervised work experience)

RST 2123 Internship Work Experience II 3 SH
(Prerequisite: RST 2113) This course is a continuation of Internship Work Experience I. (9 hr supervised work experience.)

RST 2213 Independent Technical Studies I 3 SH
(Prerequisite: Sophomore standing and Instructor approval) This course provides the opportunity for independent study related to the chosen career field under limited supervision and guidance from an instructor. (6 hr lab)

RST 2223 Independent Technical Studies II 3 SH
(Prerequisite: RST 2213) This course is a continuation of Independent Technical Studies I. (6 hr lab)

RST 2313 Technical Studies Seminar I 3 SH
(Prerequisite: Sophomore standing and Instructor approval) This course provides the opportunity for a wide range of technical topics to be pursued by instructors and students which may not otherwise appear in the existing curricula. (3 hr lecture)

RST 2323 Technical Studies Seminar II 3 SH
(Prerequisite: RST 2313) This course is a continuation of Technical Studies Seminar I. (3 hr lecture)

RST 2414 Technical Physics I (Mechanics, Fluids, Heat & Sound) 4 SH
(Co-requisite: RST 1623 or equivalent) Physical laws of mechanics, fluids, heat and sound with topics taught using practical applications drawn from the various technical fields. (3 hr lecture, 2 hr lab)

RST 2424 Technical Physics II (Light, Electricity & Magnetism) 4 SH
(Prerequisite: RST 2414 or equivalent) Physical laws of light, electricity, magnetism and modern physics with topics taught using practical applications drawn from the various technical fields. (3 hr lecture, 2 hr lab)

RESPIRATORY CARE TECHNOLOGY

RCT 1114 Respiratory Care Science 4 SH
(Prerequisites: BIO 2511, 2513, 2521, 2523) This course is designed to introduce the student respiratory care practitioner to fundamental elements important to the delivery of health care in a safe, efficient, and professional manner. The holistic approach to patient care will be emphasized. (3 hr lecture, 2 hr lab)

RCT 1213 Patient Assessment and Planning 3 SH
This course is a fundamental approach to subjective and objective evaluation, assessment, and care plan formation for the individual needs of the patient. It is an introduction to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatment, and prevention. (2 hr lecture, 2 hr lab)

RCT 1313 Cardiopulmonary Anatomy and Physiology 3 SH
(Prerequisites: BIO 2511, 2513, 2521, 2523) This course is a study of cardiopulmonary and renal physiology in relation to the practice of respiratory care. (3 hr lecture)

RCT 1322 Pulmonary Function Testing (PFT) 2 SH
(Prerequisite: RCT 1114) This course is an introduction to pulmonary function technique and testing equipment. (1 hr lecture, 2 hr lab)

RCT 1416 Respiratory Care Technology I 6 SH
This course is a study of respiratory treatments and equipment design and operation related to the clinical objectives incorporating airway management, suctioning, and basic life support. (2 hr lecture, 8 hr lab)

RCT 1424 Respiratory Care Technology II 4 SH
(Prerequisite: RCT 1416) This course is a continuation of Respiratory Care Technology I. It is a study of respiratory failure, mechanical ventilation, pulmonary rehabilitation, and home care. (3 hr lecture, 2 hr lab)

RCT 1516 Clinical Practice I 6 SH
(Prerequisites: BIO 2511, 2513, 2521, 2S23, RCT 1114, 1213, 1313, 1416) Patient assessment and care plan formation are presented in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures. (18 hr clinical)

RCT I523 Clinical Practice II 3 SH
(Prerequisite: RCT 1516) In this course, students rotate through various respiratory care sub-specialty areas for evaluation of competency and performance of respiratory care procedures. It is a review of all aspects of respiratory care. (9 hr clinical)

RCT 1612 Respiratory Care Pharmacology 2 SH
(Prerequisites: RCT 1114, 1213, 1313) This course is designed to introduce the student to the pharmacology related to cardiopulmonary disorders. (2 hr lecture)

RCT 2333 Cardiopulmonary Pathology 3 SH
(Prerequisite: RCT 1313) This course is a study of the cardiopulmonary pathophysiology. It includes etiology, clinical manifestations, diagnostics, and treatment of various cardiopulmonary diseases. Case studies and/or clinical simulations will be utilized to enforce learning and evaluate progress (3 hr lecture)

RCT 2434 Respiratory Care Technology III 4 SH
(Prerequisite: RCT 1523) This course is a study of respiratory care in the critical care setting. Topics include nonconventional modes of mechanical ventilation, hemodynamics, special procedures, and advanced cardiac life support. (2 hr lecture, 4 hr lab)

RCT 2532 Clinical Practice III 2 SH
(Prerequisites: RCT 1516, 1523) In this course, students rotate through various clinical areas for evaluation of competency and performance of respiratory care procedures. (6 hr clinical)

RCT 2548 Clinical Practice IV 8 SH
(Prerequisites: RCT 1516, 1523, 2532) This is a continuation of Clinical Practice III. In this course, students rotate through respiratory care specialty areas. A procedural guide is utilized to evaluate student competency and performance. (24 hr clinical)

RCT 2613 Neonatal/Pediatrics Management 3 SH
(Prerequisites: RCT 2434, 2548) This course is a study of fetal development and the transition to extrauter ine environment. It includes the most common cardiopulmonary birth defects, neonatal and pediatric disease process, and the mode of treatment. (3 hr lecture)

RCT 2712 Respiratory Care Seminar 2 SH
(Prerequisite: RCT I525) This course is designed to integrate the essential elements of respiratory care practice through the use of care plans, case studies, and clinical simulations in a laboratory environment. Students develop an analytical approach to problem solving. Critical thinking is emphasized. (1 hr lecture, 2 hr lab)

SURGICAL TECHNOLOGY

SUT 1113 Fundamentals of Surgical Technology 3 SH
This is a basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, interpersonal relationships, pharmacology, and anesthesia. (3 hr lecture)

SUT 1216 Principles of Surgical Technique 6 SH
This course is a comprehensive study of aseptic technique, safe patient care, and surgical techniques. (2 hr lecture, 8 hr lab)

SUT 1314 Surgical Anatomy 4 SH
Emphasis placed on structure and function of the human body as it is related to surgery. Application of the principles of surgical anatomy to participation in clinical experience. (3 hr lecture, 2 hr lab)

SUT 1413 Surgical Microbiology 3 SH
Introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. Includes principles of sterilization and disinfection. (3 hr lecture)

SUT 1518 Basic and Related Surgical Procedures 8 SH
(Prerequisites: CPR-C Certification, SUT 1113, 1216, 1314, 1413) This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general surgery, gynecology, obstetrics, and urology. It requires clinical experience in area hospital surgical suites and related departments. (4 hr lecture, 12 hr clinical)

SUT 1528 Specialized Surgical Procedures 8 SH
(Prerequisites: CPR-C Certification, SUT 1113, 1216, 1314, 1413) This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose, and throat; ophthalmology; and plastic. This course requires clinical experience in area hospital surgical suites and related departments. (4 hr lecture, 12 hr clinical)

SUT 1538 Advanced Surgical Procedures 8 SH
(Prerequisites: SUT I518, 1528) This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, vascular, cardiovascular surgery, and employability skills. This course requires clinical experience in area hospital surgical suites, and related departments, and a comprehensive final exarnination. (4 hr lecture, 12 hr clinical)

VETERINARY TECHNOLOGY (1+1)

VAT 1111 Veterinary Mathematics Calculations 1 SH

Reviews general mathematics and presents metric-apothecary conversions, calculations of oral and parenteral dosages, drug classifications, and abbreviations and symbols. Special attention is given to veterinary clinical work problems. (1 hr lecture)

VAT 1213 Animal Restraint and Medication 3 SH

Animal Restraint and Medication is the study and practice of restraining small animals, utilizing both chemical and physical means of safe and humane restraint. Included in the course is basic terminology, usage, administration, and general knowledge of common drugs and vaccines. (2 hr lecture, 2 hr lab)

VAT 1314 Animal Anatomy and Physiology 4 SH

Animal Anatomy and Physiology introduces the student to basic anatomy and physiology as related to the needs of a Veterinary Assistant. Special emphasis is given to the structure of a selected cadaver, location of specific structures, and functions of these structures. (3 hr lecture, 2 hr lab)

VAT 1414 Surgical and Hospital Techniques I 4 SH

Surgical and Hospital Techniques I is the study and practical application of sterile techniques, preparation of the surgical site, operating room conduct, assisting the surgeon, preanesthetic, anesthesiology, and anesthetic emergencies. (3 hr lecture, 2 hr lab)

VAT 1424 Surgical and Hospital Techniques II 4 SH

Surgical and Hospital Techniques II is the study and practical application of basic clinical and hospital techniques required of the veterinary technician. Subjects include pharmacology, animal nutrition, radiology, patient management and client instructions and office procedures. (3 hr lecture, 2 hr lab)

VAT 1513 Animal Parasites and Diseases 3 SH

Animal Parasites and Diseases includes the study of etiology, symptoms, pathology, transmission, duration, prognosis, prevention, and general knowledge of common parasites and diseases of farm animals and pets. (3 hr lecture)

VAT 1613 Clinical Pathology 3 SH

Clinical Pathology is the study and practical application of veterinary diagnostic aids. The course includes hematology, blood chemistries, serology, urinalysis, fecal analysis, and organ function test. (2 hr lecture, 2 hr lab)

VAT 2174 Laboratory Animals 4 SH

(Prerequisite: Successful completion of first year's work) The Animal Health Technician student will rotate through the Laboratory Animal Unit of the College of Veterinary Medicine. Maintenance of health laboratory animals to include proper nutrition, husbandry and handling will be emphasized.

VAT 2184 Internship 4 SH

(Prerequisite: Successful completion of first year's work) An Animal Health Technician student will be required to complete one 4-week preceptorship with an APPROVED Mississippi veterinary practice or laboratory animal facility. The internship provides hands-on experience in a small animal, mixed animal, large animal or laboratory animal facility.

VAT 2214 Small Animal Health Assessment Service 4 SH

(Prerequisite: Successful completion of first year's work) This rotation will require active participation in the management of small animal cases, to include the business aspects of the practice environment and the delivery of health maintenance programs associated with a small animal clinical service.

VAT 2224 Small Animal Medicine 4 SH

(Prerequisite: Successful completion of first year's work) The student will rotate through the Small Animal Unit of the Animal Health Center under the direct supervision of internal medicine faculty. The student will participate in the receiving, analysis, and management of patients referred for medical care.

VAT 2234 Large Animal Clinic 4 SH

(Prerequisite: Successful completion of first year's work) The student will rotate through the Food Animal and Equine Units of the Large Animal Clinic under the direct supervision of large animal clinical faculty. The student will participate in the receiving, analysis and management of food animal and equine patients referred for medical or surgical care.

VAT 2244 Field Services 4 SH

(Prerequisite: Successful completion of first year's work) The student will rotate through the Field Services Unit of the Animal Health Center under the direct supervision of large animal clinical faculty. The student will participate in problem analysis, case management and development of health maintenance programs for populations of animals.

VAT 2254 Small Animal Surgery 4 SH

(Prerequisite: Successful completion of first year's work) The student will rotate through the Small Animal Surgery Unit of the Animal Health Center under the direct supervision of surgical faculty, and will participate in all aspects of patient preparation, patient management, operating room set up, and surgical equipment and supply preparation.

VAT 2264 Anesthesia 4 SH

(Prerequisite: Successful completion of first year's work) The student will rotate through the Anesthesia Services of the Animal Health Center under the direct supervision of faculty in anesthesia. Responsibilities include preoperative evaluation of patients, selection of appropriate anesthetic protocols, induction of anesthesia, maintenance of anesthesia, monitoring of anesthesia, anesthetic recovery of patients and post-operative management.

VAT 2274 Radiology 4 SH

(Prerequisite: Successful completion of first year's work) The student will rotate through the Radiology Services of the Animal Health Center under the direct supervision of faculty radiologists. Responsibilities include positioning animals for radiographs. The student is also responsible for participation in ultrasound diagnostic and radiotherapy procedures.

VAT 2284 Laboratory Services 4 SH

(Prerequisite: Successful completion of first year's work) The student will rotate through the Diagnostic Laboratory of the Animal Health Center under the direct supervision of the Diagnostic Services faculty. Responsibilities include collection of laboratory samples, conducting laboratory analysis in clinical pathology, parasitology and bacteriology.

VAT 2294 Pharmacy Service/Necropsy 4 SH

(Prerequisite: Successful completion of first year's work) The student will rotate through the pharmacy of the Animal Health Center under the direct supervision of a registered pharmacist, and will also rotate through the Necropsy Service of the Diagnostic Laboratory under the direct supervision of a faculty pathologist.

VI
Vocational Programs and Course Descriptions

ONE-YEAR AND TWO-YEAR VOCATIONAL CERTIFICATE PROGRAMS

PROGRAM TITLE (Major)	JACKSON ATC	NAHC	RAN	RAY	UTI	VWC
Automotive Body and Frame Repair				X	X	
Automotive Machinist				X		
Automotive Mechanics				X	X	
Automotive Vehicles & Accessories Marketing				X		
Barbering				X	X	
Barbering Instructor Training					X	
Building Construction						
Brick, Block & Stonemasonry Option				X	X	
Residential Carpentry Option				X	X	
Clothing & Textiles Services					X	
Communications Electronics Repair	X			X		
Cosmetology					X	
Electricity & Wiring.				X		
Food Production & Management					X	
Graphic & Printing Communications				X		
Heavy Equipment Maintenance (Diesel/Truck Mechanics)				X		
Industrial Drafting				X		
Industrial Maintenance Trades					X	EVE
Machine Shop				X		
Meat Merchandising				X		
Plumbing & Pipe Fitting			X			
Practical Nursing		X				X
Refrigeration & Air Conditioning				X		
Welding				X	X	

Note(s): 1) Related Studies I and/or II are required in each of the above programs except for students who are exempt from these courses based upon basic and academic skills competency testing.

2) Courses with the phrase "Essential Skills for ..." in the course title contain the basic vocational skills necessary for success in the chosen occupational program of study. Although normally listed in the summer session preceding first year-first semester courses, in most cases the "Essential Skills" course may also be taken concurrent with other first semester courses. Those who have satisfactorily completed the related high school vocational program, or who otherwise demonstrate comparable proficiency, are exempt from taking the "Essential Skills" course.

3) Most programs permit new students to enroll at the beginning of either the fall semester (August) or spring semester. In addition, several programs also permit new student enrollments at mid-semester (October and March) or during the summer (June).

4) Summer classes are not offered at all campus locations.

AUTOMOTIVE BODY AND FRAME REPAIR

Program Description: The program includes classroom and shop learning experiences designed to prepare the student for jobs dealing with the repair of automotive and truck bodies and frames. Theory and practice in body repair, frame straightening, glasswork and painting are included.

Campus Location(s): Raymond and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ABV 1133	Tool Usage/Hazardous Materials	1	4	0	3
ABV 1314	Automotive Welding and Cutting	1	6	0	4
ABV 1325	Sheet Metal Repair	1	8	0	5
ABV 2614	Conventional Frame Repair	1	6	0	4
TOTAL					**16**
1st Year	**2nd Semester**				
ABV 1112	Autobody Electrical	1	2	0	2
ABV 1333	Major Metal Repair	0	6	0	3
ABV 1413	Bumper and Grill Repair	1	4	0	3
ABV 1514	Refinishing	1	6	0	4
ABV 2813	Collision Analysis and Estimation	2	2	0	3
TOTAL					**15**
2nd Year	**1st Semester**				
ABV 1613	Hardware, Glass and Trim	2	2	0	3
ABV 1714	Fiberglass and Roof Repair	1	6	0	4
ABV 2524	Advanced Refinishing	1	6	0	4
ABV 2624	Advanced Frame Repair	2	4	0	4
ABV 2913	Shop Management	2	2	0	3
TOTAL					**18**
COMPLETION AWARD: Vocational Certificate					**49**

AUTOMOTIVE MACHINIST

Program Description: The Automotive Machinist Program provides instruction in the use of precision measuring instruments, hand tools, machines, and equipment. Covered are types and uses of hand, mechanical, power, and hydraulic tools, along with types of fluids, cutting oils, and coolants. Disassembly and inspection of automotive engines, resurfacing brake drums and rotors, basic engine balancing, and cylinder head rebuilding are included. Students receive instruction and practice in cylinder boring, align boring, and submerged arc welding of crankshafts. The operations of the drill press, crankshaft grinder, and cam shaft grinding, along with a general knowledge of the milling machine, connecting rod rebuilding, and engine assembly are also covered. Successful graduates may be employed as auto machinists in auto machine shops, auto parts concerns, automotive dealerships, mechanics shops, and automotive engine manufacturing firms.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
AUV 1124	Connecting Rod Resizing	1	6	0	4
AUV 1314	Cylinder Head Service	2	4	0	4
AUV 1514	Intro to Automotive Machine Shop Practices	2	4	0	4
AUV 1614	Prep. and Use Of Surfacing and Grinding Machines	2	2	0	4
RSV 1003	Related Studies I	2	2	0	3
TOTAL					**19**
1st Year	**2nd Semester**				
AUV 1116	Crankshaft and Camshaft Service	2	8	0	6
AUV 1215	Cylinder Block Service	2	6	0	5
AUV 1415	Engine Assembly and Testing	2	6	0	5
RSV 1013	Related Studies II	2	2	0	3
TOTAL					**19**
COMPLETION AWARD: Vocational Certificate					**38**

AUTOMOTIVE MECHANICS

Program Description: This program is designed to prepare students for employment in the field of Automotive Mechanics. Training gives students much practical experience in overhauling engines, transmissions, clutches, rear ends and in dealing with other problems that are encountered in repairing automobiles. It also gives the student an opportunity to acquire the technical and related information necessary for job competency in the transportation industry.

Campus Location(s): Raymond and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ATV 1114	Electrical Systems	2	4	0	4
ATV 1213	Brake	2	2	0	3
ATV 1316	Manual Drive Trains/Transaxles	3	6	0	6
TOTAL					**13**
1st Year	**2nd Semester**				
ATV 1414	Basic Engine Performance	2	4	0	4
ATV 1513	Basic Fuel Systems	2	2	0	3
ATV 1715	Engine Repair	2	6	0	5
TOTAL					**12**
2nd Year	**1st Semester**				
ATV 2325	Automatic Transmission/Transaxles	3	4	0	5
ATV 2524	Advanced Carburetion Systems	2	4	0	4
ATV 2614	Heating and Air Conditioning	2	4	0	4
TOTAL					**13**
2nd Year	**2nd Semester**				
ATV 2334	Steering and Suspension Systems	2	4	0	4
ATV 2344	Wheel Alignment	1	6	0	4
ATV 2534	Computer and Electric Fuel Injection Systems	2	4	0	4
TOTAL					**12**
COMPLETION AWARD: Vocational Certificate					**50**

AUTOMOTIVE VEHICLES AND ACCESSORIES MARKETING

Program Description: This program includes theory, laboratory, shop work and other specialized learning experiences relative to receiving, stocking, selling and shipping merchandise in the automotive after-market. Included is the study of mathematical procedures related to business operation, computer based instruction on inventory control, engine theory and operation, automotive systems, the use of office machines, auto parts store management and customer relations. Specific training will enable the student to: ascertain the correct part required by the customer, advise the customer according to the description given, read various catalogs to determine the part number and price, measure engine parts, display merchandise, determine correct interchange parts, accept telephone orders and take inventory.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
AAV 1118	Orientation and Operational Procedures	2	12	0	8
AAV 1218	Automotive Assemblies	2	12	0	8
TOTAL					**16**
1st Year	**2nd Semester**				
AAV 1318	Catalog and Merchandising	2	12	0	8
AAV 1418	Internal Operations and Sales	2	12	0	8
TOTAL					**16**
Summer Session					
AAV 1518	Supervised Sales Experience	2	0	18	8
TOTAL					**8**
COMPLETION AWARD: Vocational Certificate					**40**

BARBERING

Program Description: This program includes theory, laboratory, shop work and other specialized learning experiences relative to haircutting, styling, perming, coloring and skin care. Included is the study of salesmanship, business management, law and customer relationships. This program is designed to prepare the student for employment in the barbering and hair care field. A student must pass the State Barber Board Examination in order to complete this program.

Campus Location(s): Raymond and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BAV 1118	Basic Practices in Barbering	2	18	0	8
BAV 1218	Elementary Practices in Barbering I	2	18	0	8
TOTAL					**16**
1st Year	**2nd Semester**				
BAV 1318	Elementary Practices in Barbering II	2	18	0	8
BAV 1418	Intermediate Practices in Barbering I	2	18	0	8
TOTAL					**16**
Summer Session					
BAV 1518	Intermediate Practices in Barbering II	2	18	0	8
TOTAL					**8**
2nd Year	**1st Semester**				
BAV 1618	Advanced Practices in Barbering	2	18	0	8
TOTAL					**8**
COMPLETION AWARD: Vocational Certificate					**48**

BARBERING INSTRUCTOR TRAINING

Program Description: This program is designed to prepare students to become Barber Instructors. The program includes theory, methodology and techniques in hair cutting, styling, lectures, supervision and office work. Two years of experience as an active Licensed Barber or immedicately upon completion of 1500 clock hours of Barber Training and passing of the Barber State Board Examination is required.

Campus Location(s): Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BAV 2218	Barbering Instructor Training I	5	25	0	8
BAV 2228	Barbering Instructor Training II	5	25	0	8
TOTAL					**16**
COMPLETION AWARD: Vocational Certificate					**16**

BUILDING CONSTRUCTION
BRICK, BLOCK, AND STONEMASONRY OPTION

Program Description: This program is designed to prepare students for employment as brick masons. It provides classroom and shop learning experiences concerned with the cutting, chipping and fixing position of concrete blocks, brick, and stone and using bonding materials and hand tools. Also included is training in concrete finishing, planning, estimating and reading of architectural plans.

Campus Location(s): Raymond and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BSV 1014	Essential Skills	1	14	0	4
BSV 1118	Estimating Masonry	1	14	0	8
DDV 2813	Blueprint Reading	2	2	0	3
TOTAL					**15**

1st Year	**2nd Semester**				
BSV 1213	Masonry Construction	1	4	0	3
BSV 1313	Reinforced Masonry	1	4	0	3
BSV 1413	Block and Stonemasonry	1	4	0	3
BSV 1516	Arch Construction	1	8	0	6
TOTAL					**15**
COMPLETION AWARD: Vocational Certificate					**30**

BUILDING CONSTRUCTION
RESIDENTIAL CARPENTRY OPTION

Program Description: This program is designed to prepare a student with the basic skills and technical knowledge of the carpentry trade. Instruction includes both theory and practical application of these skills needed in the carpentry trade. Upon completion of this program, a student should be able to function on the level of an advanced apprentice in the carpentry field.

Campus Location(s): Raymond and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
CAV 1113	Foundations I	1	4	0	3
CAV 1214	Framing I	1	6	0	4
CAV 1315	Interior Finishing and Cabinet Making	1	8	0	5
DDV 2813	Blueprint Reading I	2	2	0	3
TOTAL					**15**
1st Year	**2nd Semester**				
CAV 1123	Foundations II	1	4	0	3
CAV 1224	Framing II	1	6	0	4
CAV 1413	Roofing	1	4	0	3
CAV 1513	Exterior Finishing	1	4	0	3
DDV 2823	Blueprint Reading II	2	2	0	3
TOTAL					**16**
COMPLETION AWARD: Vocational Certificate					**31**

CLOTHING AND TEXTILES SERVICES

Program Description: This program prepares individuals for entry level occupations concerned with clothing and textiles services, including but not limited to construction; fabric and fabric care; pattern design; principles of clothing construction and selection; fitting and alterations of ready-to-wear garments; custom tailoring; clothing maintenance; home furnishings: and textiles testing.

Campus Location(s): Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
CTV 1114	Garment Construction	1	6	0	4
CTV 1123	Alterations	1	4	0	3
CTV 1213	Fabric and Equipment Use and Care	1	4	0	3
CTV 1223	Textiles	2	2	0	3
CTV 1233	Fabric and Accessory Design	1	4	0	3
TOTAL					**16**
1st Year	**2nd Semester**				
CTV 1134	Tailoring	1	6	0	4
CTV 1143	Costume Design	1	4	0	3
CTV 1313	Modeling and Grooming	2	2	0	3
CTV 1414	Home Furnishings	1	6	0	4
TOTAL					**14**
COMPLETION AWARD: Vocational Certificate					**30**

COMMUNICATIONS ELECTRONICS REPAIR

Program Description: During the first year, general electronics speciality instruction is given in electrical theories and their relationship to radio and television communication and test equipment. Students become skilled in testing and repairing units and minute parts of electronic equipment. A foundation is provided that helps prepare the student for Federal Communications Commission (FCC) license examinations and certified electronics technician positions in industry. The second year covers the fundamentals of testing, troubleshooting and repairing of simple and complex consumer and industrial electronics equipment utilizing hands-on projects. Graduates may choose from a broad selection of career opportunities in the consumer industrial, or communications electronics field.

Campus Location(s): Jackson Campus-Academic/Technical Center and Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
EEV 1116	AC-DC Circuits	4	4	0	6
EEV 1214	Digital Electronics	3	2	0	4
EEV 1713	Electronic Drafting	1	4	0	3
EEV 2414	Electronic Communications	2	4	0	4
TOTAL					**17**
1st Year	**2nd Semester**				
CEV 1113	Satellite Systems	3	0	0	3
EEV 1314	Solid State Devices and Circuits	2	4	0	4
EEV 2813	Video Systems	2	2	0	3
CEV 2823	Video Systems Repair Laboratory	0	2	0	3
TOTAL					**13**
Summer Session					
CEV 2213	Diagnostics and Troubleshooting Laboratory	0	6	0	3
CEV 2313	Video Recording Systems Laboratory	0	6	0	3
TOTAL					**6**
COMPLETION AWARD: Vocational Certificate					**36**

COSMETOLOGY

Program Description: This area is designed to prepare students for employment as cosmetologists. Emphasis is placed on theory and practice involving hair styling, tinting, bleaching, anatomy, physiology, hygiene, bacteriology, sterilization, sanitation, shampooing, permanents, personality, haircutting, scalp treatments, beauty salon management and wigology. Upon completion of this course, a student is given a certificate, which entitles him/her to take the State Cosmetology Examination for a license to become a licensed operator to operate his/her own shop or work with others.

Campus Location(s): Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
COV 1115	Introduction To Cosmetology	2	9	0	5
COV 1213	Cosmetology Theory I	3	0	0	3
COV 1311	Scalp and Hair Care Treatment	0	3	0	1
COV 1322	Hair Shaping and Styling	0	7	0	2
COV 1412	Care and Styling of Wigs	0	6	0	2
TOTAL					**13**
1st Year	**2nd Semester**				
COV 1223	Cosmetology Theory II	3	0	0	3
COV 1332	Permanent Waves	0	6	0	2
COV 1343	Hair Coloring and Lightening	0	9	0	3
COV 1352	Chemical Hair Relaxing	0	6	0	2
COV 1512	Manicure and Pedicure	0	6	0	2
TOTAL					**12**

2nd Year	**1st Semester**				
COV 1236	Cosmetology Theory III	6	0	0	6
COV 1326	Thermal Techniques	0	6	0	2
COV 1612	Facials and Makeup	0	6	0	2
COV 1712	Beauty Salon Management	0	6	0	2
TOTAL					**12**
COMPLETION AWARD: Vocational Certificate					**37**

ELECTRICITY AND WIRING

Program Description: Upon completion of this program, a graduate will be capable of planning, designing, and carrying through to a successful completion, the wiring of a residential structure. This will include the figuring of materials and labor required for the job. The graduate will be capable of bending and installing conduit, calculating feeder and branch circuit sizes, installing panels, motor controls, and pulling wires in an industrial structure. Trouble-shooting and repair of electrical circuits will be emphasized throughout the course.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ELV 1113	Residential/Light Commercial Wiring	2	2	0	3
ELV 1116	AC-DC Current	4	4	0	6
ELV 1214	Electrical Power	2	4	0	4
ELV 1313	Blueprints and Estimating	2	2	0	3
TOTAL					**16**
1st Year	**2nd Semester**				
ELV 1125	Commercial and Industrial Wiring	2	6	0	5
ELV 1156	Supervised Field Experience	1	0	30	6
ELV 1223	Motor Controls and Troubleshooting	2	2	0	3
ELV 1415	Motor Control System	2	6	0	5
TOTAL					**19**
COMPLETION AWARD: Vocational Certificate					**35**

FOOD PRODUCTION AND MANAGEMENT

Program Description: This program is designed to prepare individuals for employment in food service operations such as: hospitals, homes for the aged, homes for children, hotels, restaurants, schools, industrial cafeterias and other similar operations. Positions available after completion of the program are food preparation chefs, cooks, pastry chefs, bakers, food service managers, and more.

Campus Location(s): Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
FPV 1113	Math Principles Related to Food Services	3	0	0	3
FPV 1213	Menu Planning and Cost Control	2	2	0	3
FPV 1313	Equipment and Interior	3	0	0	3
FPV 1314	Fast Foods	2	4	0	4
FPV 1413	Purchasing and Storage	2	2	0	3
TOTAL					**16**
1st Year	**2nd Semester**				
FPV 1325	Quantity Foods I	2	6	0	5
FPV 1513	Catering Services	2	2	0	3
FPV 1613	Front of the House Operations	2	2	0	3
FPV 1912	Internship I	0	0	6	2
FPV 2613	Demonstration Methods	2	2	0	3
TOTAL					**16**
2nd Year	**1st Semester**				
FPV 1124	Food Service and Nutrition II	2	4	0	4
FPV 2813	Food Service Management	2	2	0	3
FPV 2824	Bakery Production and Management	2	4	0	4
FPV 2923	Internship II	0	0	9	3
TOTAL					**14**

2nd Year	**2nd Semester**				
FPV 2123	Math For Management	3	0	0	3
FPV 2244	Quantity Foods II	2	4	0	4
FPV 2523	Catering Management	2	2	0	3
FPV 2714	Applied Nutrition	2	2	0	4
FPV 2934	Internship III	0	0	12	4
TOTAL					**18**

COMPLETION AWARD: Vocational Certificate **64**

GRAPHIC AND PRINTING COMMUNICATIONS

Program Description: This nine month certificate program provides instruction that should enable the student to enter the graphic arts field. Students should learn industry terminology, history, and theory. They should develop fundamental process skills in operations related to graphic and print design, pasteup and layout, film assembly, platemaking, press operations, and binding and finishing. The program requires successful completion of a minimum of 32 semester hours of vocational-technical courses to receive a Graphic and Printing Communications certificate.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
GPV 1212	Overview of Graphic and Printing Communications	1	2	0	2
GPV 1314	Paste-up and Layout	2	4	0	4
GPV 1514	Process Camera and Darkroom	2	4	0	4
GPV 1524	Film Assembly	2	4	0	4
GPV 1712	Press Operations I	1	2	0	2
TOTAL					**16**
1st Year	**2nd Semester**				
GPV 1414	Graphic Design	2	4	0	4
GPV 1612	Platemaking	1	2	0	2
GPV 1723	Press Operations II	2	2	0	3
GPV 1814	Binding and Finishing Operations	2	4	0	4
	Elective				3
TOTAL					**16**

COMPLETION AWARD: Vocational Certificate **32**

Approved Electives:					
GPV 1733	Press Operations III	0	6	0	3
GPV 1913	Special Project in Graphic and Printing Communications	0	6	0	3
GPV 1923	Supervised Work Experience in Graphic and Printing Communications	0	6	0	3
	Elective				3

HEAVY EQUIPMENT MAINTENANCE (Diesel/Truck Mechanics)

Program Description: This program is designed to provide training in the field of diesel and truck mechanics, This includes a study of engine design, use, maintenance and repair techniques. The program covers internal combustion, electrical systems, hydraulics, power trains, air conditioning, refrigeration and other related areas.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ATV 1213	Brakes (Hydraulic)	2	2	0	3
HEV 1114	Introduction to Heavy Equipment Mechanics	1	6	0	4
HEV 1214	Introduction to Diesel Engine	1	6	0	4
HEV 1425	Preventive Maintenance and Service	2	6	0	5
TOTAL					**16**

1st Year	**2nd Semester**				
HEV 1314	Diesel Fuel Systems	2	4	0	4
HEV 1513	Hydraulics	1	4	0	3
HEV 1713	Introduction to Power Trains	1	4	0	3
HEV 2625	Advanced Brake Systems	2	6	0	5
TOTAL					**15**
2nd Year	**1st Semester**				
HEV 1224	Engine Rebuilding	2	4	0	4
HEV 1413	Diesel Tune-up	1	4	0	3
HEV 2325	Advanced Fuel Systems	2	6	0	5
HEV 2816	Auxiliary Systems Components	2	8	0	6
TOTAL					**18**
2nd Year	**2nd Semester**				
HEV 2235	Engine Troubleshooting and Tune-up	2	6	0	5
HEV 2525	Advanced Hydraulics	2	6	0	5
HEV 2725	Advanced Power Trains	2	6	0	5
TOTAL					**15**
COMPLETION AWARD: Vocational Certificate					**64**

INDUSTRIAL DRAFTING

Program Description: The Industrial Drafting curriculum prepares the student for employment in many drafting fields. The classroom training provides a foundation in basic drafting practices and advanced drafting techniques. The student will take advanced courses in architectural, civil, and computer aided drafting. The program provides a foundation in the standards being used in business and industry. Graduates of the Industrial Drafting program are employed as draftspersons/CAD operators in the following areas: architectural, civil, electrical, mechanical, consulting engineering, civil service, state highway, and general drafting.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
DDV 1115	Fundamentals Of Drafting	2	6	0	5
DDV 1125	Machine Drafting I	2	6	0	5
DDV 2145	Machine Drafting II	2	6	0	5
TOTAL					**15**
1st Year	**2nd Semester**				
DDV 1315	Principles of Computer Aided Drafting (CAD)	2	6	0	5
DDV 1615	Architectural Design I	2	6	0	5
DDV 2625	Architectural Design II	2	6	0	5
DDV 2915	Special Projects	2	6	0	5
TOTAL					**20**
2nd Year	**1st Semester**				
DDV 1413	Elementary Surveying	2	2	0	3
DDV 2325	Advanced Computer Aided Drafting (CAD)	2	6	0	5
DDV 2425	Mapping and Topography	2	6	0	5
DDV 2925	Special Projects II	2	6	0	5
TOTAL					**18**
COMPLETION AWARD: Vocational Certificate					**53**

INDUSTRIAL MAINTENANCE TRADES

Program Description: This program is designed to prepare students for employment as maintenance personnel for various types of industries. It provides shop and classroom learning experiences in the areas of construction, electricity, instrumentation, plumbing, air conditioning, welding, fabrication, and custodial services. Students will also receive training in safety, supervision of a maintenance crew, repair-maintenance of various machinery, plumbing, physical structure, and electrical wiring and fixtures of commercial and industrial establishments in accordance with blueprints, manuals and building codes, using hand tools and carpenter, electrician and plumber's tools. Students will learn about special problems arising in maintenance.

Campus Location(s): Vicksburg-Warren County Branch (Evening only) and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
Summer Session					
IMV 1014	Essential Skills for Industrial Maintenance Trades	2	4		4
TOTAL					**4**
1st Year	**1st Semester**				
IMV 1214	Maintenance Welding and Metals I	1	6		4
IMV 1314	Maint. of Heating, Ventilating, and Air Conditioning I	1	6		4
IMV 1414	Industrial Maintenance Electricity I	1	6		4
IMV 1513	Structural Repair	1	4		3
RSV 1003	Related Studies I	2	2		3
TOTAL					**18**
1st Year	**2nd Semester**				
IMV 1113	Industrial Maintenance Plumbing	1	4		3
IMV 1224	Maintenance Welding and Metals II	1	6		4
IMV 1324	Maint. of Heating, Ventilating, and Air Conditioning II	1	6		4
IMV 1424	Industrial Maintenance Electricity II	1	6		4
RSV 1013	Related Studies II	2	2		3
TOTAL					**18**
COMPLETION AWARD: Vocational Certificate (One Year)					**40**

MACHINE SHOP

Program Description: This program is designed to prepare students for the beginning level of employment as machinists. Instruction involves making computations relating to work dimensions, tooling, feeds and speeds of machining. It also emphasizes benchwork, use of lathes, shapers, milling machines, grinders and drills; the use of precision measuring instruments, such as layout tools, micrometers and gauges; methods of machining various metals; blueprint reading; and the layout of machine parts. During the second year of the program, students will learn advanced machining processes which include basic and intermediate CNC programming, advanced machine shop math, advanced blue print reading and surface grinding methods.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
MSV 1115	Power Machinery I	1	8	0	5
MSV 1313	Advanced Shop Mathematics	2	2	0	3
MSV 1413	Blueprint Reading	2	2	0	3
MSV 1513	Machine Tools I	2	2	0	3
TOTAL					**14**
1st Year	**2nd Semester**				
MSV 1124	Power Machinery II	1	6	0	4
MSV 1423	Advanced Blueprint Reading	2	2	0	3
MSV 1523	Machine Tools II	2	2	0	3
MSV 1613	Precision Layout	2	2	0	3
TOTAL					**13**
2nd Year	**1st Semester**				
DDV 1315	Principles Of Computer Aided Drafting (CAD)	2	6	0	5
MSV 2135	Advanced Power Machinery I	2	6	0	5
MSV 2714	Computer Numerical Control Operations I	3	2	0	4
TOTAL					**14**
2nd Year	**2nd Semester**				
MSV 2145	Advanced Power Machinery II	2	6	0	5
MSV 2726	Computer Numerical Control Operations II	2	8	0	6
MSV 2812	Metallurgy	1	2	0	2
TOTAL					**13**
COMPLETION AWARD: Vocational Certificate					**54**

MEAT MERCHANDISING

Program Description: The Meat Merchandising program is designed to prepare the student for entry level employment in the various related phases of processing, marketing, and merchandising of meats. Major emphasis is placed upon retail merchandising at the supermarket level. Graduates of the program have been employed in the following types of jobs: apprentice meat cutter, assistant market manager, market manager, meat buyer, meat inspector, line supervisor in food processing plant, food specialty shop employee, sausage foreman, meat sales, and hotel supply houses.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
MTV 1118	Introduction to Meat Merchandising	2	12	0	8
MTV 1218	Meat Merchandising I	2	12	0	8
TOTAL					**16**
1st Year	**2nd Semester**				
MTV 1228	Meat Merchandising II	2	12	0	8
MTV 1318	Advanced Meat Merchandising I	2	12	0	8
TOTAL					**16**
Summer Session					
MTV 1328	Advanced Meat Merchandising II	2	12	0	8
TOTAL					**8**
COMPLETION AWARD: Vocational Certificate					**40**

PLUMBING AND PIPE FITTING

Program Description: This program prepares a person for advanced placement in the plumbing, pipe fitting, and related fields. The curriculum includes studies in drainage systems, domestic piping, plumbing fixtures, and gas piping. Advanced plumbing techniques including the sizing of various piping systems, blueprint reading and sketching, and boiler piping are studied. Actual hands-on study and applications are stressed.

Campus Location(s): Rankin

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
PPV 1113	Fundamentals of Plumbing/Pipe fitting	1	4	0	3
PPV 1513	Drainage and Sewer Systems	1	4	0	3
PPV 1612	Heating Devices	1	2	0	2
PPV 1622	Gas Piping	1	2	0	2
PPV 1712	Domestic Piping	0	4	0	2
PPV 1722	Plumbing Fixtures	0	4	0	2
PPV 1732	Back Flow Cross Connection	1	2	0	2
TOTAL					**16**
1st Year	**2nd Semester**				
PPV 1213	Tacking and Burning	1	4	0	3
PPV 1313	Blueprint Reading for the Piping Trades	1	4	0	3
PPV 1323	Sketching	1	4	0	3
PPV 1411	Low Pressure Boilers	0	2	0	1
PPV 1443	Piping Level/Transit	1	4	0	3
PPV 1743	Advanced Plumbing Lab	1	4	0	3
TOTAL					**16**
Elective:					
PPV 1812	Rigging and Signaling	1	2	0	2
COMPLETION AWARD: Vocational Certificate					**32**

PRACTICAL NURSING

Program Description: The Practical Nursing program prepares the individual to assist in providing general nursing care requiring basic knowledge of the biological, physical, behavioral, psychological, and sociological sciences; and of nursing procedures which do not require the substantial skills, judgment, and knowledge required of a registered nurse. This care is performed under the direction of a registered nurse, licensed physician, or dentist. Students that complete the program requirements, as identified by the Mississippi Department of Education, will be eligible to apply for LPN licensure.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center and Vicksburg-Warren County Branch

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
Summer Session					
PNV 1014	Introduction to Practical Nursing (Elective)	3	2	0	4
TOTAL					**4**
1st Year	**1st Semester**				
PNV 1113	Basic Nutrition	3	0	0	3
PNV 1213	Body Structure and Function	2	2	0	3
PNV 1312	Growth and Development	2	0	0	2
PNV 1425	Fundamentals of Nursing	5	0	0	5
PNV 1434	Fundamentals of Nursing Lab	0	0	8	4
PVN 1412	Geriatric Nursing	1	3	0	2
TOTAL					**19**
1st Year	**2nd Semester**				
PNV 1513	Pharmacology	2	2	0	3
PNV 1615	Medical/Surgical Nursing I	5	0	0	5
PNV 1624	Medical/Surgical Nursing Lab and Clinical I	0	2	9	4
PNV 1633	Medical/Surgical Nursing II	3	0	0	3
PNV 1644	Medical/Surgical Nursing Lab and Clinical II	0	2	9	4
TOTAL					**19**
Summer Session					
PNV 1717	Maternal-Child Nursing	4	0	9	7
PNV 1813	Psychiatric Concepts	2	3	0	3
PNV 1912	Nursing Transition	1	0	3	2
TOTAL					**12**
COMPLETION AWARD: Vocational Certificate					**50**

REFRIGERATION AND AIR CONDITIONING

Program Description: Instruction in the operating principles, procedures, techniques and theory of air conditioning and refrigeration systems. Subject matter includes the different types of compressors, practical laboratory projects, controls and control systems. The student learns to install, maintain and repair refrigeration equipment.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ACV 1111	CFC Certification	1	0	0	1
ACV 1114	Basic Compression Refrigeration	2	4	0	4
ACV 1213	Climatic Controls I	2	2	0	3
ACV 1315	Residential Refrigeration	2	6	0	5
ACV 1913	Tubing and Pipe	1	4	0	3
TOTAL					**16**
1st Year	**2nd Semester**				
ACV 1223	Climatic Controls II	2	2	0	3
ACV 1323	Commercial Systems	2	4	0	4
ACV 1413	Air Conditioning I	2	2	0	3
ACV 1933	Special Project	1	4	0	3
ELV 1214	Electrical Power	2	4	0	4
TOTAL					**17**

2nd Year	**1st Semester**				
ACV 2424	Air Conditioning II	2	4	0	4
ACV 2514	Computerized Energy Management I	2	4	0	4
ACV 2613	Psychometrics	1	4	0	3
ACV 2624	Heat Load Calculation and Duct Sizing	2	4	0	4
TOTAL					**15**
2nd Year	**2nd Semester**				
ACV 1946	Work Experience	0	0	18	6
ACV 2146	Heat Pump Certification	6	0	0	6
ACV 2433	Air Conditioning III	2	2	0	3
ACV 2523	Computerized Energy Management II	2	2	0	3
TOTAL					**18**

COMPLETION AWARD: Vocational Certificate (Two Year) **66**

WELDING

Program Description: The Welding curriculum is designed to prepare the student for entry level employment in the field of welding. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Pipe Welding, Plasma Arc Cutting (PAC), Air Carbon Arc Cutting (AAC), Oxyacetylene Welding (OAW) and Brazing, Gas Metal Arc Aluminum Welding (GMAAW), and Gas Tungsten Arc Welding (GTAW).

Campus Location(s): Raymond and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
WLV 1115	Shielded Metal Arc	1	10	0	5
WLV 1122	Blueprint Reading	2	0	0	2
WLV 1127	Gas Metal Arc Welding	1	12	0	7
	Vocational/Technical Elective	1	2	0	2
TOTAL					**16**
1st Year	**2nd Semester**				
WLV 1136	Gas Tungsten Arc Welding	1	10	0	6
WLV 1143	Flux Cored Arc Welding	1	4	0	3
WLV 1155	Fabrication	1	8	0	5
TOTAL					**14**
Vocational/Technical Electives:					
WLV 1162	Gas Metal Arc Aluminum Welding	1	2	0	2
WLV 1172	Oxyacetylene Welding	1	2	0	2
WLV 1212	Plasma Arc Cutting	1	2	0	2
WLV 1222	Air Carbon Arc Cutting	1	2	0	2

COMPLETION AWARD: Vocational Certificate **30**

VOCATIONAL COURSE DESCRIPTIONS

AUTOMOTIVE BODY AND FRAME REPAIR

ABV 1112 Autobody Electric 2 SH
A course designed to give students a better understanding of automotive electricity. Includes theory and shop practical usage on electrical test equipment, tracing circuits and basic wiring on automobiles. (1 hr lecture, 2 hr lab)

ABV 1133 Tool Usage and Hazardous Materials 3 SH
A course designed to give the student a better understanding of tool usage and hazardous materials. Includes instruction on hand tools, air and power electric tools used in safe shop conditions. Course of study also includes safety and proper usage of tools in the shop area. Emphasis placed on hazardous materials on the properties and dangers to the body, cleanup, spills and personal liabilities. (1 hr lecture, 4 hr lab)

ABV 1314 Automotive Body Welding and Cutting 4 SH
A course designed to provide specialized skills and practice in automotive body welding and cutting. Includes instruction in the use of the plasma arc torch and MIG welder in repairing the high strength steels used in unibody construction. (1 hr lecture, 6 hr lab)

ABV 1325 Sheet Metal Repair 5 SH
A course designed to provide instruction and practice in the repair of the sheet metal components of the vehicle body. Includes practice in using various tools to remove dents and wrinkles in sheet metal and the repair of rusted panels. (1 hr lecture, 8 hr lab)

ABV 1333 Major Metal Repair 3 SH
(Prerequisite: ABV 1325) A course in the repair and replacement of panels and other major body components. Includes instruction in the use of power equipment. (6 hr lab)

ABV 1413 Bumper and Grill Repair 3 SH
A course in the repair and replacement of bumpers, grills, and related front-end body parts including headlights. (1 hr lecture, 4 hr lab)

ABV 1514 Refinishing 4 SH
A course to provide advanced skills and knowledge in the application of paint and sealants to automobiles. Includes instruction and practice in the refinishing of aluminum and the application of special coating. (1 hr lecture, 6 hr lab)

ABV 1613 Hardware, Glass and Trim 3 SH
A course which provides instruction and practice in removing and reinstalling interior trim and removal and replacement of glass. Locating and repairing water leaks, wind noise alignment of windows, repair of trim and the application of pinstriping. (2 hr lecture, 2 hr lab)

ABV 1714 Fiberglass and Roof Repair 4 SH
A course to provide instruction and practice in the repair of fiberglass body parts of automobiles, refinishing and replacement of metal and vinyl roofs on vehicles. (1 hr lecture, 6 hr lab)

ABV 2524 Advanced Refinishing 4 SH
(Prerequisite: ABV 1514) A continuation of the refinishing course with emphasis on advanced techniques including detailing, pinstriping, airbrushing, lettering, and special techniques for fiberglass.
(1 hr lecture, 6 hr lab)

ABV 2614 Conventional Frame Repair 4 SH
An introduction to repair of conventional frame vehicles. Includes instruction in setting up alignment equipment and in analyzing frame damage. (1 hr lecture, 6 hr lab)

ABV 2624 Advanced Frame Repair 4 SH
(Prerequisite: ABV 2614) A course designed to provide instruction and practice in the repair and realignment of conventional and unibody automotive frames. (2 hr lecture, 4 hr lab)

ABV 2813 Collision Analysis and Estimation 3 SH
A course which covers how to determine replaceable parts, estimation of repair time, use of reference manuals, etc. legal aspects of automotive body repair. (2 hr lecture, 2 hr lab)

ABV 2913 Shop Management 3 SH
An introduction to small business management techniques as applied to the automotive body repair shop. Includes information and practice on records and financial responsibilities, shop layout, inventory, and employee-employer relations. (2 hr lecture, 2 hr lab)

AUTOMOTIVE MACHINIST

AUV 1116 Crankshaft and Camshaft Service 6 SH
This course includes the study of camshafts, straightening, re-cutting of centers, cutting masters, and grinding camshafts; a study of degree, lift, and durations of cams; a study of PARCO treating and finishing cams. Included is crankshaft grinding with the semi-automatic machine; the study and use of radius dressing of wheels and radius grinding of cranks; straightening and centering, finishing and preparation for installation of crankshafts; piston knurlizing and cam bearing installation; blueprinting and complete balancing of engines, including flywheel and harmonic balancer. (2 hr lecture, 8 hr lab)

AUV 1124 Connecting Rod Resizing 4 SH
Rebuilding connecting rods; honing rods and spindles, installing bushings; fitting and installing connecting rods and pistons. (1 hr lecture, 6 hr lab)

AUV 1215 Cylinder Block Service 5 SH
This course includes cylinder boring; a study of abrasives and honing grits; crosshatching and finishing of cylinders; of main bearing saddles, cam bearings, and housing bores; and a study of speeds and feeds related to boring. (2 hr lecture, 6 hr lab)

AUV 1314 Cylinder Head Service 4 SH
This course includes the rebuilding and cleaning of cylinder heads; valve guide knurlizing, replacing, and installation; valve seat replacing and installation; grinding seats, valve rocker arms, chamfering and machining for patented seal and surfacing cylinder heads. (2 hr lecture, 4 hr lab)

AUV 1415 Engine Assembly and Testing 5 SH
This course includes preparation of a block for assembly, micrometer measuring, torquing, and assembly; running-in engine; checking oil pressure; compression; adjustment of valves; and checking for leaks and knocks. (2 hr lecture, 6 hr lab)

AUV 1514 Introduction to Automotive Machine Shop Practices 4 SH
This course includes the study and practice of personal hand tools and shop safety; study and practice of measuring; types of calipers, micrometers, and gauges; types and uses of hand tools, mechanical tools, power, and hydraulic tools, fluids, and coolants; and identification of materials and metals. Included is the development of employment skills useful to the Automotive Machining occupations. (2 hr lecture, 4 hr lab)

AUV 1614 Preparation and Use of Surfacing and Grinding Machines 4 SH
This course includes study of surfacing machines such as metal lathe, milling machine, and grinding machine; sharpening of lathe, milling machine, and grinding machine, surfacing and grinding processes essential to automotive machining occupations. (2 hr lecture, 4 hr lab)

AUTOMOTIVE MECHANICS

ATV 1114 Electrical Systems 4 SH
A course to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components. (2 hr lecture, 4 hr lab)

ATV 1213 Brakes 3 SH
A course to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. Includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. (2 hr lecture, 2 hr lab)

ATV 1316 Manual Drive Trains/Transaxles 6 SH
A course to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. Includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. (3 hr lecture, 6 hr lab)

ATV 1414 Basic Engine Performance 4 SH
A course to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. Includes instruction and practice in the diagnosis and correction of problems associated with poor performance. (2 hr lecture, 4 hr lab)

ATV 1513 Basic Fuel Systems 3 SH
A course to provide advanced skills and knowledge related to the repair, maintenance, and adjustment of conventional carburetion systems. Includes instruction in the diagnosis and repair/adjustment of infrared exhaust analyzers, carburetors, air control systems, and deceleration systems. (2 hr lecture, 2 hr lab)

ATV 1715 Engine Repair 5 SH
A course to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type engines. Includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps.
(2 hr lecture, 6 hr lab)

ATV 2325 Automatic Transmissions/Transaxles 5 SH
(Prerequisite: ATV 1316) A course to provide technical skills and knowledge related to the diagnosis and repair of automotive-type automatic transmissions and transaxles. Includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. (3 hr lecture, 4 hr lab)

ATV 2334 Steering and Suspension Systems 4 SH
A course to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components. (2 hr lecture, 4 hr lab)

ATV 2344 Wheel Alignment 4 SH
(Prerequisite: ATV 2334) A course to provide technical skills and knowledge related to the alignment of both front and rear wheel on automobiles. Includes instruction and practice in the inspection, detection, and correction of wheel alignment problems. (1 hr lecture 6 hr lab)

ATV 2524 Advanced Carburetion Systems 4 SH
(Prerequisite: ATV 1513) A course to provide technical skills and knowledge related to the inspection and repair/adjustment of the newer types of automobile carburetors. Includes instruction and practice in the diagnosis and correction of problems associated with electronic ignition systems, pollution control systems, and other features found on newer model fuel systems. (2 hr lecture, 4 hr lab)

ATV 2534 Computer & Electronic Fuel Injection Systems 4 SH
(Prerequisite: ATV 2524) A course to provide technical skills and knowledge associated with computer controls and electronic fuel injection systems found in many newer cars. Includes instruction and practice in the diagnosis and correction of problems associated with fuel injection and computer controls. (2 hr lecture, 4 hr lab)

ATV 2614 Heating and Air Conditioning 4 SH
A course to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. Includes instruction and practice in the diagnosis and repair of air conditioning system components, heater lines and cores, and control systems.
(2 hr lecture, 4 hr lab)

AUTOMOTIVE VEHICLES AND ACCESSORIES MARKETING

AAV 1118 Orientation and Records Procedures 8 SH
This course is an orientation to safety, job opportunities, physical structure, and history of accessories marketing. Also included are operational procedures for accessories marketing.
(2 hr lecture, 12 hr lab)

AAV 1218 Automotive Assemblies 8 SH
This course includes the function and identification of all automotive systems. Covered are engine, transmission, front suspension, brake system, electrical system, rear axle, drive line, and cooling and air conditioning system. Also included are tools and equipment used in the automotive industry.
(2 hr lecture, 12 hr lab)

AAV 1318 Catalog and Merchandising 8 SH
This course covers the use of catalogs, price sheets, display design, and advertising methods. Included is the writing of invoices and figuring discounts. (2 hr lecture, 12 hr lab)

AAV 1418 Internal Operations and Sales 8 SH
This course is the study of stock investment, stock turnover, developing sales attitude, shipping and receiving methods, and selling. (2 hr lecture, 12 hr lab)

AAV 1518 Supervised Sales Experience 8 SH
(Prerequisite: AAV 1118, 1218, 1318 and 1418) Study of practical experience in dealing with the public regarding the parts industry, either by role playing in a school environment or by actual work experience under supervised conditions. (2 hr lecture, 18 hr supervised work experience)

BARBERING

BAV 1118 Basic Practices in Barbering 8 SH
Basic practices include orientation, history, safety, and practical experience in handling tools and hair cutting. Practices are performed independently with supervision. (2 hr lecture, 18 hr lab)

BAV 1218 Elementary Practices in Barbering I 8 SH
(Prerequisite: BAV 1118) Elementary practices include practices in styling, shampooing, blow drying, perm rolling, and perm processing. Practices are performed independently with supervision. (2 hr lecture, 18 hr lab)

BAV 1318 Elementary Practices In Barbering II 8 SH
(Prerequisite: BAV 1218) This course includes practices in sanitization and sterilization, hygiene and good grooming, hair analysis, and styling chemically processed hair. Practices are performed independently with supervision. (2 hr lecture, 18 hr lab)

BAV 1418 Intermediate Practices in Barbering I 8 SH
(Prerequisite: BAV 1318) This course includes practices in colors and bleach, and treatment of damaged hair. Practices are performed independently with supervision. (2 hr lecture, 18 hr lab)

BAV 1518 Intermediate Practices in Barbering II 8 SH
(Prerequisite: BAV 1418) This course includes a study of the structure and function of the skin, common skin disorders, and scalp and hair disorders. Practices are included in giving a facial massage, rendering a plain facial, and barbering services previously introduced. (2 hr lecture, 18 hr lab)

BAV 1618 Advanced Practices in Barbering 8 SH
(Prerequisite: BAV 1518) This course includes the study of business management and business law applicable to shop management. Practice is included in basic first aid procedures and trimming a mustache and beard, and barbering services previously introduced. (2 hr lecture, 18 hr lab)

BAV 2218 Barbering Instructor Training I 8 SH
(Prerequisite: Two years experience as an active licensed barber or immediately upon completion of 1500 clock hours of barber training and said applicant passes the Barber Board Examination.) This program is designed to prepare students to become barber instructors. This program includes theory, methodology and techniques in hair cutting, styling, salesmanship, student records, lectures, supervision, and office work. (5 hr lecture, 25 hr lab)

BAV 2228 Barbering Instructor Training II 8 SH
(Prerequisite: BAV 2218) This program is a continuation of Barbering Instructor Training I. (5 hr lecture, 25 hr lab)

BUILDING CONSTRUCTION
BRICK, BLOCK AND STONEMASONRY OPTION

BSV 1014 Essential Skills for Brick, Block and Stonemasonry 4 SH
This course is composed of the essential skills from the high school Brick, Block, and Stonemasonry curriculum. This course is designed for students entering Brick, Block, and Stonemasonry who have had no previous training in the field. (1 hr lecture, 14 hr lab)

BSV 1118 Estimating Masonry 8 SH
This course is designed to prepare the student to estimate the building materials for masonry through blueprint reading and calculation. (1 hr lecture, 14 hr lab)

BSV 1213 Masonry Construction I 3 SH
This course is designed to give the student experience in various types of walls, finishing, and masonry construction techniques. (1 hr lecture, 4 hr lab)

BSV 1223 Masonry Construction II 3 SH
(Prerequisite: BSV 1213) This course is a continuation of BSV 1213. (1 hr lecture, 4 hr lab)

BSV 1313 Reinforced Masonry I 3 SH
This course is designed to give the student experience in construction of reinforced masonry. (1 hr lecture, 4 hr lab)

BSV 1323 Reinforced Masonry II 3 SH
(Prerequisite: BSV 1313) This course is a continuation of BSV 1313. (1 hr lecture, 4 hr lab)

BSV 1413 Block & Stonemasonry I 3 SH
This course is designed to give the student experience in laying blocks and stones. (1 hr lecture, 4 hr lab)

BSV 1423 Block & Stonemasonry II 3 SH
(Prerequisite: BSV 1413) This course is a continuation of BSV 1413. (1 hr lecture, 4 hr lab)

BSV 1516 Arch Construction 6 SH
This course is designed to give the student experience in constructing arches. (1 hr lecture, 4 hr lab)

BSV 1614 Chimney & Fireplaces 4 SH
This course is designed to give the student experience in constructing chimneys and fireplaces. (2 hr lecture, 4 hr lab)

BUILDING CONSTRUCTION
RESIDENTIAL CARPENTRY OPTION

CAV 1014 **Essential Skills for Residential Carpentry** **4 SH**
This course is composed of the essential skills from the high school Carpentry curriculum. This course is designed for students entering Carpentry who have had no previous training in the field.
(2 hr lecture, 4 hr lab)

CAV 1113 **Foundations I** **3 SH**
This course includes site selection, site preparation, blueprint reading, building forms, floor and sill framing.
(1 hr lecture, 4 hr lab)

CAV 1123 **Foundations II** **3 SH**
(Prerequisite: CAV 1113) This course is a study of the various types of foundations used in the building construction occupation. Applied laboratory techniques of constructing the foundations are included as an integral part of the course. (1 hr lecture, 4 hr lab)

CAV 1214 **Framing I** **4 SH**
This course is designed to give the student experience in framing including floor, wall, and roof. (1 hr lecture, 6 hr lab)

CAV 1224 **Framing II** **4 SH**
(Prerequisite: CAV 1214) This course will apply the techniques of cutting and assembly of framing materials based on predetermined specifications. (1 hr lecture, 6 hr lab)

CAV 1315 **Interior Finishing and Cabinet Making** **5 SH**
This course includes experience in all types of interior wall covering and trim work with emphasis placed on cabinet construction. (1 hr lecture, 8 hr lab)

CAV 1413 **Roofing** **3 SH**
Types of roofs, truss systems, roof bracing, stress factors, roofing materials and their application. Basic roofing techniques, including materials selection, roof styles, cost estimation and installation procedures. Types of trims (moldings, cornices, door and window trims, and wainscoting). Wall covering techniques, styles, installation and finishing. (1 hr lecture, 4 hr lab)

CAV 1513 **Exterior Finishing** **3 SH**
Types of trims (moldings, cornices, door and window trim, and wainscoting). Wall covering techniques, styles, installation and finishing. (1 hr lecture, 4 hr lab)

CLOTHING AND TEXTILES SERVICES

CTV 1114 **Garment Construction** **4 SH**
An application of principles and techniques with emphasis on working with problem fabrics (plaids, stripes, velvets and other pile fabrics and design), fitting and construction of garments for men, women, children, and for different figure types. (1 hr lecture, 6 hr lab)

CTV 1123 **Alterations** **3 SH**
Recognition of problems in garment fitting in relation to grain line, figure and fashion, techniques to fitting and solving fitting problems through alterations by hand and on the machine.
(1 hr lecture, 4 hr lab)

CTV 1134 **Tailoring** **4 SH**
The application of tailoring techniques in the construction garments using various fabrics. (1 hr lecture, 6 hr lab)

CTV 1143 **Costume Design** **3 SH**
A study of the history of costumes with emphasis on recognition of basic silhouettes, lines, styles, and details in garment construction. Creative expression in dress design, terminating in finished garments using trims, sequins, beads, etc. Production of interesting and expensive details is encouraged.
(1 hr lecture, 4 hr lab)

CTV 1213 **Fabric and Equipment Use and Care** **3 SH**
An introductory course which deals with relations of use and care of equipment to production, instructions, in the use and care of all equipment basic to garment construction, safety practices and proper storage. Emphasis is on industrial sewing. (1 hr lecture, 4 hr lab)

CTV 1223 **Textiles** **3 SH**
This study considers the relationship of raw materials, construction and finish to quality and cost, identification of fibers, yarns and fabrics; selection of appropriate fabrics for various uses considering wearing quality and care required. (2 hr lecture, 2 hr lab)

CTV 1233 Fabric and Accessory Design 3 SH
A study of the basics of design as applied in fabric decoration and textile design. An introduction to block printing and the techniques of batik, tie-dye, and stencil with in-depth applications of fabric design. (1 hr lecture, 4 hr lab)

CTV 1313 Modeling and Grooming 3 SH
This course offers a thorough treatment of the basic concepts of modeling through free and easy exercise, poise, walking, hand position, hair styles, eyelashes, photography and make up. Retailing, promotional sales and television is emphasized. (2 hr lecture, 2 hr lab)

CTV 1414 Home Furnishings 4 SH
A study of the principles and elements of design related to the selection and arrangement of furniture, use of fabrics, accessories, wall and window treatment and other facets of interior designs. Drapery making and construction of home furnishing goods are included. (1 hr lecture, 6 hr lab)

CTV 1913 Internship 3 SH
A work-experience program designed to allow the student to apply classroom learning to on-the-job situations. (9 hours supervised work experience)

COMMUNICATIONS ELECTRONICS REPAIR

CEV 1113 Satellite Systems 3 SH
A course to provide instruction and practice in the installation, setup, adjustment, and maintenance and service of satellite equipment including up and down links. (1 hr lecture, 4 hr lab)

CEV 2213 Diagnostics and Troubleshooting Lab 3 SH
(Prerequisites: EEV 2813, EEV 2823) A laboratory course in which the students apply skills and knowledge gained in other communications electronics courses in repairing various electronic devices. Students will isolate, locate, and repair devices in a simulated industry-type setting. (6 hr lab)

CEV 2313 Video Recording Systems Lab 3 SH
(Prerequisites: EEV 2813, EEV 2823) A course to provide instruction and practice in the maintenance and repair of consumer-type video recording and playback equipment. Includes instruction in the maintenance and repair of video cassette recorders and players, and video camera/recorders. (6 hr lab)

CEV 2823 Video Systems Repair Lab 3 SH
(Prerequisite: EEV 2813) A course to provide practice in the repair and maintenance of consumer video reception equipment. Includes instruction in the troubleshooting and repair of all circuits in television receivers and video monitors. (6 hr lab)

COSMETOLOGY

COV 1115 Introduction to Cosmetology 5 SH
This course provides lab practice in the basic manipulative skills involved in cosmetology practices and safety precautions associated with each. In accordance with State Cosmetology Board Regulations, this practice is provided on mannequins or classmates; no work is assigned upon patrons paying for services until this course is completed. (2 lecture, 9 hr lab)

COV 1213 Cosmetology Theory I 3 SH
(Prerequisite: COV 1115) Theory of cosmetology, including sterilization and sanitation, safety, hygiene and good grooming, professional ethics, and sales. Basics of bacteriology, hair treatment, hair shaping, hair styling, and fingerwaves. (3 hr lecture)

COV 1223 Cosmetology Theory II 3 SH
(Prerequisite: COV 1115) Theory of cosmetology as related to anatomy and physiology, dermatology, trichology, onychology, and chemistry. Care and styling of wigs, manicure and pedicure, permanent waving, hair coloring and lightening and safety practices are covered. (3 hr lecture)

COV 1236 Cosmetology Theory III 6 SH
(Prerequisite: COV 1223) Advanced theory, facials and makeup, thermal techniques, safety precautions, state cosmetology laws, rules and regulations, salon management and operation. (6 hr lecture)

COV 1311 Scalp and Hair Treatment 1 SH
(Prerequisite: COV 1213) Practical application in shampooing, including preparation, procedures, completion, safety rules, brushing, selection and use of shampoo products; and practical application of treatments for different types of hair and scalps. (3 hr lab)

COV 1322 Hair Shaping and Styling 2 SH
(Prerequisite: COV 1213) Practical application in the art of shaping with scissors and razor. Practice in identification and use of implements for sectioning and hair thinning. Practical application in styling and finger waving. Includes product selection, preparation, methods, pincurls, roller curls, techniques for combing and brushing, and artistry in hair styling. (7 hr lab)

COV 1332 Permanent Waves 2 SH
(Prerequisite: COV 1223) Practical application in permanent waving. Includes principles and product selection, requirements, processes, implements, and supplies. (6 hr lab)

COV 1343 Hair Coloring and Lightening 3 SH
(Prerequisite: COV 1223) Practical application in coloring and hair lightening. Includes instruction in classification, permanent hair color, retouch, highlighting, and shampoo tints. (9 hr lab)

COV 1352 Chemical Hair Relaxing 2 SH
(Prerequisite: COV 1223) Practical application in chemical hair relaxing techniques. Includes review of products available, basic steps and processes, and safety precautions. (6 hr lab)

COV 1362 Thermal Techniques 2 SH
(Prerequisite: COV 1236) Practical application in thermal hair styling, to include purpose, procedures, product selection, and safety precautions. (6 hr lab)

COV 1412 Care and Styling of Wigs 2 SH
(Prerequisites: COV 1115, COV 1213, COV 1311, COV 1322) Practical application in styling wigs and hairpieces; reasons for use of wigs, quality in wigs, types of wigs, taking wig measurements, and ordering. (6 hr lab)

COV 1512 Manicure and Pedicure 2 SH
(Prerequisite: COV 1223) Practical application in manicuring and pedicuring. Instruction includes nail structure, adjoining structure, nail growth and disorders, massage and sanitary care, nail irregularities and diseases, and safety consideration. (6 hr lab)

COV 1612 Facials and Makeup 2 SH
(Prerequisite: COV 1236) Practical application in giving facial treatment. Includes physiological effects, facial treatment for different skin types, skin treatments, procedures for applying cosmetics and corrective makeup. (6 hr lab)

COV 1712 Beauty Salon Management 2 SH
(Prerequisite: COV 1236) Practical application in opening and operating a beauty salon in accordance with state regulations. (6 hr lab)

ELECTRICITY AND WIRING

ELV 1113 Residential/Light Commercial Wiring 3 SH
(Co-requisite: ELV 1116) A course to provide advanced skills related to the wiring of single-family and small commercial buildings. Includes instruction and practice in service entrance installation and specialized circuits. (2 hr lecture, 2 hr lab)

ELV 1116 AC-DC Current 6 SH
Electrical theory; definition of terms, safety and national code study. (4 hr lecture, 4 hr lab)

ELV 1125 Commercial and Industrial Wiring 5 SH
(Prerequisite: ELV 1313) A course to provide instruction and practice in the installation of commercial electrical service including the types and uses of conduit and other raceways, NEC code requirements, and three-phase distribution networks. (2 hr lecture, 2 hr lab)

ELV 1156 Supervised Field Experience 6 SH
(Prerequisite: ELV 1415) Trouble-shooting and repair of electrical circuits; 3 phase transformer installations; continued study of the National Code; special projects and/or approved supervised work experience.
(1 lecture, 30 hr supervised work experience)

ELV 1214 Electrical Power 4 SH
(Co-requisite: ELV 1116) A course to provide skills related to electrical motors and their installation. Includes instruction and practice in using the different types of motors, transformers, and alternations.
(2 hr lecture, 4 hr lab)

ELV 1223 Motor Controls and Troubleshooting 3 SH
(Co-requisite: ELV 1125) A course to familiarize the student with the principles and practice of electrical motor controls. (2 hr lecture, 2 hr lab)

ELV 1313 Blueprints and Estimating 3 SH
(Co-requisite: ELV 1116) A course to develop skills and knowledge related to the interpretation of blueprints for commercial/industrial installations and estimating costs of such installations. (2 hr lecture, 2 hr lab)

ELV 1415 Motor Control Systems 5 SH
(Co-requisite: ELV 1125) A course in the installation of different motor control circuits and devices. Emphasis is placed on developing student's ability to diagram, wire and troubleshoot the different circuits and mechanical control devices. (2 hr lecture, 6 hr lab)

FOOD PRODUCTION AND MANAGEMENT

FPV 1113 Math Principles Related To Food Service 3 SH
This is an applied math course devoted to operational procedures for food service personnel. Emphasis is on using math skills for converting recipes, costing, portion control, mark-ups, interest on loans, taxes, food service reports and financial statements. (3 hr lecture)

FPV 1124 Food Service and Nutrition II 4 SH
A continuation of FPV 2714. (2 hr lecture, 4 hr lab)

FPV 1213 Menu Planning and Cost Control 3 SH
Planning menus for nutritional adequacy and profit will be emphasized in this course. Cost analysis, cyclic menus, and menu design will be emphasized in the accompanying lab.
(2 hr lecture, 2 hr lab)

FPV 1313 Equipment and Interior 3 SH
This course provides experience to acquaint the student with specifications for various types of food service equipment and facilities, demonstrates to the student how to operate food service equipment, stresses the importance for care and cleaning food service equipment and factors to be considered when selecting the physical facilities and equipment for a food service unit. (3 hr lecture)

FPV 1314 Fast Foods 4 SH
This course will emphasize the food preparation techniques and use of equipment and service techniques commonly utilized by fast food establishments. Salad bars, sandwiches, fried foods and beverage items will be prepared in a foods lab that accompanies this course. Instruction in counter service and cashiering will also be included. (2 hr lecture, 4 hr lab)

FPV 1325 Quantity Foods I 5 SH
Emphasis is placed on principles and techniques of quantity food preparation. Laboratory includes proper use of equipment, sanitation and safety methods, and quality controls in preparing and serving meals. (2 hr lecture, 6 hr lab)

FPV 1413 Purchasing and Storage 3 SH
This course is designed to introduce the student to food purchasing and storage terminology and practice. Effective receiving and inventory procedures will be emphasized to control food costs and waste in a food service operation. Computer software will be used to assist in this procedure. (2 hr lecture, 2 hr lab)

FPV 1513 Catering Services 3 SH
This course introduces the student to catering services. Emphasis is on planning, operation and care of equipment, and quality of food. (2 hr lecture, 2 hr lab)

FPV 1613 Front of House Operations 3 SH
This course introduces the student to the fundamentals of dining and beverage service. Emphasis is placed on the types of dining service, beverage use, service, and laws, dining service positions and duties, cashier functions, merchandising and international dining service. Laboratory practice parallels classwork. (2 hr lecture, 2 hr lab)

FPV 1912 Internship I 2 SH
Internship in an approved food service establishment under the supervision of the agency involved and the instructor. Weekly reports are required of the student. (6 hr externship)

FPV 2123 Math for Management 3 SH
(Prerequisite: FPV 1113) A continuation of Math Principles Related to Food Service. This course will be devoted to operational procedures for the management staff as well as the metric system and related tax laws and regulations. (3 hr lecture)

FPV 2244 Quantity Foods II 4 SH
A continuation of FPV 1325. (2 hr lecture, 4 hr lab)

FPV 2523 Catering Management 3 SH
(Prerequisite: FPV 1513) This course is designed to introduce the student to managing and operating a catering business. It will take the student from obtaining the necessary permits and license to implementing and maintaining a catering business. (2 hr lecture, 2 hr lab)

FPV 2714 Applied Nutrition 4 SH
Food and eating habits in relationship to adequate nutrition, application of nutrition to menu planning, the life cycle, digestive system, metabolism and body functions will be emphasized in this course. (2 hr lecture, 2 hr lab)

FPV 2813 Food Service Management 3 SH
(Prerequisite: Sophomore standing) This course is designed to give food service operators an insight into the management of personnel. Students will be prepared to perform management duties such as scheduling, job evaluations, employee orientation and training, payrolls, and rating employee performance. This course will explore the process by which the manager can enable his/her employees to function efficiently and effectively. These processes will include organization and planning, communication, motivation, and training. (2 hr lecture, 2 hr lab)

FPV 2824 Bakery Production and Management 4 SH
This course is designed to give each student skills in managing a bake shop operation. Emphasis is on preparation, advertising, marketing, and costing of bakery products. (2 hr lecture, 4 hr lab)

FPV 2923 Internship II 3 SH
(Prerequisite: FPV 1912) Internship in an approved food service establishment under the supervision of the agency involved and the instructor. Weekly reports are required of the student. (9 hr externship)

FPV 2934 Internship III 4 SH
(Prerequisite: FPV 2923) Internship in an approved food service establishment under the supervision of the agency involved and the instructor. Weekly reports are required of the student. (12 hr externship)

GRAPHIC AND PRINTING COMMUNICATIONS

GPV 1212 Overview of Graphic and Printing Communications 2 SH
This course provides an overview of the graphic arts. Students will study the major historical events and copyright restrictions. An overview of the general safety practices, measurements, and printing processes is included. (1 hr lecture, 2 hr lab)

GPV 1314 Paste-up and Layout 4 SH
This course provides instruction in production techniques for preparing copy for reproduction. (2 hr lecture, 4 hr lab)

GPV 1414 Graphic Design 4 SH
This course provides an introduction to graphic design. Students will compare conventional typesetting with desktop publishing systems. This course includes the editing and layout of jobs, basic computer terminology, installation and use of software, proofreading and markup for correction, and the study of type sizes, styles, leading, and line length. (2 hr lecture, 4 hr lab)

GPV 1514 Process Camera and Darkroom 4 SH
This course covers camera and darkroom techniques for line, halftone, and continuous tone photography. It includes study of films, diffusion transfer processes, chemistries, and special effects. (2 hr lecture, 4 hr lab)

GPV 1524 Film Assembly 4 SH
This course provides instruction and practice of lithographic stripping techniques using a variety of flat systems commonly used in the graphic and print industry. (2 hr lecture, 4 hr lab)

GPV 1612 Platemaking 2 SH
This course provides instruction and practice in the use of different processes and exposure systems for making plates for offset presses and duplicators. (1 hr lecture, 2 hr lab)

GPV 1712 Press Operations I 2 SH
This course provides an introduction to press operations with emphasis on safety practices, fundamental setup and operational procedures, and clean-up of offset presses and duplicators. (1 hr lecture, 2 hr lab)

GPV 1723 Press Operations II 3SH
(Prerequisite: GPV 1712) This course is a continuation of Press Operations I with emphasis on 2-color printing operations, maintenance and troubleshooting, and new trends and technologies in printing. (2 hr lecture, 2 hr lab)

GPV 1733 Press Operations III 3 SH
(Prerequisite: GPV 1712) This course is a continuation of GPV 1712 and GPV 1723 with emphasis on multicolor printing. (6 hr lab)

GPV 1814 Binding and Finishing Operations 4 SH
This course provides instruction and practice in binding and finishing techniques including cutting, folding, padding, drilling, and stitching. (2 hr lecture, 4 hr lab)

GPV 1913 Special Project in Graphic and Printing Communications 3 SH
(Prerequisite: Consent of the instructor) This course provides students with practical application of skills and knowledge related to a specific instructor-approved topic. Instructor and student work closely together in planning and conducting the project. (6 hr lab)

GPV 1923 Supervised Work Experience In Graphic and Printing Communications 3 SH
(Prerequisite: Consent of the instructor) A supervised on-site work experience in which the student works under the supervision of industry and community college personnel. Competencies and objectives for this course are determined by a mutual agreement between the student, employer, and teacher. (6 hr lab)

HEAVY EQUIPMENT MAINTENANCE (DIESEL/TRUCK MECHANIC)

HEV 1114 Introduction to Heavy Equipment Mechanics 4 SH
An introduction to the occupation of diesel mechanics. Includes instruction in precision measurement devices and identification and use of testing equipment. (1 hr lecture, 6 hr lab)

HEV 1214 Introduction to Diesel Engines 4 SH
A course to provide an introduction to the nomenclature and operation of a diesel engine. Includes instruction in engine parts and systems, operating cycles, oils and coolants, and partial disassembly of an engine. (1 hr lecture, 6 hr lab)

HEV 1224 Engine Rebuilding 4 SH
A course to provide instruction and practice in the rebuilding of diesel engines used in medium to heavy duty commercial applications. Includes instruction in removing and installing engines, disassembly and inspection, and rebuilding of cylinders, heads, pistons, and other parts. (2 hr lecture, 4 hr lab)

HEV 1314 Diesel Fuel Systems 4 SH
A course to provide instruction and practice in the basic maintenance and repair of a diesel fuel system. Includes practice in the maintenance and tune-up of injector nozzles. (2 hr lecture, 4 hr lab)

HEV 1413 Diesel Tune-Up 3 SH
A course to provide instruction and practice in the minor tune-up of a diesel engine. (1 hr lecture, 4 hr lab)

HEV 1425 Preventive Maintenance and Service 5 SH
A course to provide practice in the preventive maintenance of diesel powered equipment. Includes instruction in general preventive maintenance of vehicles and equipment. (2 hr lecture, 6 hr lab)

HEV 1513 Hydraulics 3 SH
A course to provide instruction and practice in the basic operation and maintenance of hydraulic systems associated with diesel powered equipment. Includes instruction in safety, system operation, seals and cylinders, and filters. (1 hr lecture, 4 hr lab)

HEV 1713 Introduction to Power Trains 3 SH
A course to provide instruction and practice related to power train components found on diesel powered vehicles. Includes instruction on safety and terminology associated with power trains, clutches, transmissions, drive shafts, and final drives/differentials. (1 hr lecture, 4 hr lab)

HEV 2235 Engine Troubleshooting and Tune-Up 5 SH
(Prerequisite: HEV 1224) A course to provide advanced skills and knowledge related to the diagnosis of problems in the different systems of the diesel engine. Includes instruction and practice in diagnosing problems related to fuel, cooling, electrical, and lubrication systems. (l hr lecture, 4 hr lab)

HEV 2325 Advanced Fuel Systems 5 SH
(Prerequisite: HEV 1314) A continuation of Diesel Fuel Systems with emphasis on inline, PT, and unit injection systems. (2 hr lecture, 6 hr lab)

HEV 2525 Advanced Hydraulics 5 SH
Prerequisite: HEV 1513) A course to provide advanced skills in the theory and operation of hydraulic systems associated with diesel power equipment. Includes instruction on the different types of components, and circuits used in hydraulic systems and on interpreting schematics of such systems. (2 hr lecture, 6 hr lab)

HEV 2625 Advanced Brake Systems 5 SH
(Prerequisite: ATV 1213) A course to provide instruction and practice in the maintenance and repair of air brake systems commonly used on commercial diesel powered equipment. Includes instruction in maintenance and repair of compressors, reservoirs, valves, and brake units. (2 hr lecture, 6 hr lab)

HEV 2725 Advanced Power Trains 5 SH
(Prerequisite: HEV 1713) A course to provide advanced skills and knowledge related to the transmission of power from the engine to the wheels or tracks. Includes instruction and practice on the maintenance and repair of transmissions, power take-off units, and U-joints and propeller shafts. (2 hr lecture, 6 hr lab)

HEV 2816 Auxiliary Systems Components 6 SH
A course to provide advanced skills and knowledge in the repair and service of auxiliary systems on a diesel engine. Includes instruction and practice in servicing water pumps, blowers, engine brakes, and starting systems. (2 hr lecture, 8 hr lab)

INDUSTRIAL DRAFTING

DDV 1115 Fundamentals of Drafting 5 SH
Course designed to give drafting major the background needed for all other drafting courses. Emphasis placed upon maintaining correct techniques while developing speed. (2 hr lecture, 6 hr lab)

DDV 1125 Machine Drafting I 5 SH
(Prerequisite: DDV 1115) Emphasizes methods, techniques, and procedures in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other drafting room procedures. (2 hr lecture, 6 hr lab)

DDV 1315 Principles of Computer Aided Drafting (CAD) 5 SH
(Prerequisite: DDV 1115) This course will use CAD machine to design and draw various problems in the architectural, mechanical, and civil drafting areas. Emphasis will be placed on the operations of the CAD system to solve these problems. (2 hr lecture, 6 hr lab)

DDV 1413 Elementary Surveying 3 SH
Basic course dealing with principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. (2 hr lecture, 2 hr lab)

DDV 1615 Architectural Design I 5 SH
(Prerequisites: DDV 1115, DDV 2145) Presentation and application of architectural drafting room standards. (2 hr lecture, 6 hr lab)

DDV 2145 Machine Drafting II 5 SH
(Co-requisite: DDV 1125) A continuation of Machine Drafting I with emphasis on advanced techniques and knowledge employed in the planning of mechanical objects. Includes instruction in pipe drafting and the use of tolerancing and dimensioning techniques. (2 hr lecture, 6 hr lab)

DDV 2325 Advanced Computer Aided Drafting (CAD) 5 SH
(Prerequisites: DDV 1115, DDV 1315) Advanced course in the use of CAD software with emphasis on producing drawings. Teaches application of computers to drafting, basic command structure, drafting and design menu, and associated acronyms. (2 hr lecture, 6 hr lab)

DDV 2425 Mapping and Topography Lab 5 SH
(Co-requisite: DDV 1413, Prerequisite: DDV 1315) Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. (2 hr lecture, 6 hr lab)

DDV 2625 Architectural Design II 5 SH
(Prerequisite: DDV 2145) This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. (2 hr lecture, 6 hr lab)

DDV 2915 Special Project 5 SH
(Prerequisite: Minimum of 12 SH drafting courses) A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (2 hr lecture, 6 hr lab)

DDV 2925 Special Project II 5 SH
(Prerequisite: Minimum of 12 SH drafting courses) A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (2 hr lecture, 6 hr lab)

INDUSTRIAL MAINTENANCE TRADES

IMV 1014 Essential Skills for Industrial Maintenance Trades 4 SH
This course is composed of the essential skills from the high school Industrial Maintenance Trades curriculum. This course is designed for students entering the Industrial Maintenance programs who have no previous training in the field. (2 hr lecture, 2 hr lab)

IMV 1113 Industrial Maintenance Plumbing 3 SH
This cours is designed to prepare students in the field of plumbing as related to industrial maintenance. (1 hr lecture, 4 hr lab)

IMV 1214 Maintenance Welding and Metals I 4 SH
This course is designed to give the student experience in various welding applications used in industrial maintenance. (1 hr lecture, 6 hr lab)

IMV 1224 Maintenance Welding and Metals II 4 SH
(Prerequisite: IMV 1214) This course is a continuation of IMV 1214. (1 hr lecture, 6 hr lab)

IMV 1314 Maintenance of Heating, Ventilating, and Air Conditioning I 4 SH
This course is designed to give the student experience in maintaining heating, ventilating, and air conditioning systems. (1 hr lecture, 6 hr lab)

IMV 1324 Maintenance of Heating, Ventilating, and Air Conditioning II 4 SH
(Prerequisite: IMV 1314) This course is a continuation of IMV 1314. (1 hr lecture, 6 hr lab)

IMV 1414 Industrial Maintenance Electricity I 4 SH
This course is designed to give the student experience in practical application in industrial wiring and repair. (1 hr lecture, 6 hr lab)

IMV 1424 Industrial Maintenance Electricity II 4 SH
(Prerequisite: IMV 1414) This course is a continuation of IMV 1414. (1 hr lecture, 6 hr lab)

IMV 1513 Structural Repair 3 SH
This course is designed to give the student experience in estimating and making repairs of wood, metal, and masonry structures. (1 hr lecture, 4 hr lab)

MACHINE SHOP

MSV 1115 Power Machinery I 5 SH
A course in the operation of power machinery. Includes instruction and practice in the operation of lathes, drill presses, power saws, and vertical mills. (1 hr lecture 8 hr lab)

MSV 1124 Power Machinery II 4 SH
(Prerequisite: MSV 1115) A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. (1 hr lecture, 6 hr lab)

MSV 1313 Advanced Shop Mathematics 3 SH
An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations essential for successful machining. (2 hr lecture, 2 hr lab)

MSV 1413 Blueprint Reading 3 SH
A course in blueprint reading designed for machinists. Includes instruction and practice in reading industrial blueprints. (2 hr lecture, 2 hr lab)

MSV 1423 Advanced Blueprint Reading 3 SH
(Prerequisite: MSV 1413) A continuation of Blueprint Reading with emphasis on advanced feature of technical prints. Includes instruction on the identification of various projections and views and on different assembly components. (2 hr lecture, 2 hr lab)

MSV 1513 Machine Tools I 3 SH
A course in Machine Tool Technology designed for machinists. Topics covered include instruction and practice in hand tools and bench work, and operation of power saws and precision measurement instruments. (2 hr lecture, 2 hr lab)

MSV 1523 Machine Tools II 3 SH
(Prerequisite: MSV 1513) A continuation of Machine Tools I. Emphasis is placed on the use of drilling machines and milling machines. (2 hr lecture, 2 hr lab)

MSV 1613 Precision Layout 3 SH
An introduction to the concepts and practice of precision layout for machining operations. Includes instruction and practice in the use of layout instruments. (2 hr lecture, 2 hr lab)

MSV 2135 Advanced Power Machinery I 5 SH
(Prerequisite: MSV 1124) A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling machine, and grinding machine. (2 hr lecture, 6 hr lab)

MSV 2145 Advanced Power Machinery II 5 SH
(Prerequisite: MSV 2135) A continuation of Advanced Power Machinery I with emphasis on highly advanced operations on the radial arm drill, milling machine, engine lathe, and precision grinder. (2 hr lecture, 6 hr lab)

MSV 2714 Computer Numerical Control Operations I 4 SH
An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system, programming codes and commands and tooling requirements for CNC/CAM machines. (3 hr lecture, 2 hr lab)

MSV 2726 Computer Numerical Control Operations II 6 SH
(Prerequisite: MSV 2714) A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. (2 hr lecture, 8 hr lab)

MSV 2812 Metallurgy 2 SH
An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. (1 hr lecture, 2 hr lab)

MEAT MERCHANDISING

MTV 1118 Introduction to Meat Merchandising 8 SH
This course consists of the identification of wholesale and retail cuts of meat. The course also includes preparation and serving of meat products. Background information is provided on dressing, chilling, storage, sanitation, inspection, grading, curing, and smoking procedures for different types of meat products. (2 hr lecture, 12 hr lab)

MTV 1218 Meat Merchandising I 8 SH
(Prerequisite: MTV 1118) This course is the study of breaking carcasses into wholesale boxed cuts of beef, pork, and lamb; preparing basic retail cuts from wholesale boxed cuts; boning procedures; and packaging. (2 hr lecture, 12 hr lab)

MTV 1228 Meat Merchandising II 8 SH
(Prerequisite: MTV 1218) This course includes cutting and merchandising poultry, and fish products; merchandising of smoked meat counter; refrigeration; and display techniques of poultry, fish and smoked meats. (2 hr lecture, 12 hr lab)

MTV 1318 Advanced Meat Merchandising I 8 SH
(Prerequisite: MTV 1228) This course includes advanced merchandising techniques including wholesale purchasing, meat pricing and forecasting gross profits, gross profit control yield data, and conducting cutting test. (2 hr lecture, 12 hr lab)

MTV 1328 Advanced Meat Merchandising II 8 SH
(Prerequisite: MTV 1318) This course is a special study of meat merchandising as it affects the many different phases of the meat industry. The course includes salesmanship and customer relations. (2 hr lecture, 12 hr lab)

PLUMBING

PPV 1113 Fundamentals of Plumbing/Pipefitting 3 SH
This course provides the student with an understanding of job safety and health, including first aid. It also gives the student a general knowledge of occupational hazards and the scope of OSHA law. The course includes pipefitting and plumbing fittings, valves, hangers and general trade fitting identification. Included are screwed, welded, flanged, soldered, brazed, glued, compression, and flared fittings. The course also consists of identification and use of pipefitting and plumbing tools used in today's piping industry. (1 hr lecture, 4 hr lab)

PPV 1213 Tacking and Burning 3 SH
This course consists of instruction in striking an arc, tacking metal together, setting up an oxy-acetylene torch and burning, cutting straight and bevel angles on flat steel and pipe. Also, instruction in safety procedures will be covered. (1 hr lecture, 4 hr lab)

PPV 1313 Blueprint Reading for the Piping Trades 3 SH
A course designed to provide the student an in-depth understanding of blueprint reading. (1 hr lecture, 4 hr lab)

PPV 1323 Sketching 3 SH
A course designed to prepare students to sketch, measure, and record required information to supplement oral descriptions and organize ideas to include individual piping components.
(1 hr lecture, 4 hr lab)

PPV 1411 Low Pressure Boilers 1 SH
This course is designed to provide the students with the safe operation of a low pressure boiler for heating, steam, and water heating. (2 hr lab)

PPV 1443 Piping Level/Transit 3 SH
This course is designed to give the student practical application of the leveling instruments, shooting elevations, and grading pipes. (1 hr lecture, 4 hr lab)

PPV 1513 Drainage and Sewer Systems 3 SH
This course is designed to provide information and practical aspects of drainage and disposal systems and the Southern Plumbling Code. Included are the installation of the drainage system in a residential unit covering health aspects and the disposal of poisonous gases arising from the discharge traps. Also included is a history of plumbing and sewer treatment. Instruction is provided on elements of disposal systems, including sewer, septic tanks, tank size calculations, maintenance causes, and removal of sewer obstructions. (1 hr lecture, 4 hr lab)

PPV 1612 Heating Devices 2 SH
This course is designed to give the students background knowledge and psychomotor skills in the area of installing hot water tanks, furnace coils, panel ray heaters, central units, and floor furnaces. (2 hr lab)

PPV 1622 Gas Piping 2 SH
This course is designed to provide students with information on standard gas codes. The safe installation of gas appliances and gas lines, according to codes will be included. (1 hr lecture, 2 hr lab)

PPV 1712 Domestic Piping 2 SH
This course is designed to provide the student with information on the installation of a hot water system according to the unit fixture system. It also provides information on sizing and installation of a potable cold water system. (4 hr lab)

PPV 1722 Plumbing Fixtures 2 SH
This course is designed to provide information on the installation of the rough-in and finish fixtures used in the plumbing construction according to the Southern Standard Plumbing Code. (4 hr lab)

PPV 1732 Back Flow Cross Connection 2 SH
This course is designed to provide the student with information on the different types of back flow devices and the installation and testing of the devices. (1 hr lecture, 2 hr lab)

PPV 1743 Advanced Plumbing Lab 3 SH
This course is designed to provide additional studs in the area of advanced plumbing in the commercial area. (1 hr lecture, 4 hr lab)

Elective:
PPV 1812 Rigging and Signaling 2 SH
This course is designed to provide the student with basic use of hand signals, rigging, and equipment. (1 hr lecture, 2 hr lab)

PRACTICAL NURSING

PNV IO14 Introduction to Practical Nursing 4 SH
This course contains the baseline competencies and suggested objectives from the high school Allied Health curriculum which directly relates to the community college Practical Nursing program. This suggested elective is designed for students entering the community college who have had no previous training or documented experience in the field. (3 hr lecture, 2 hr lab)

PNV 1113 Basic Nutrition 3 SH
This course consists of a study of nutrition for all individuals. Digestion, metabolism, and diet therapy are introduced. (3 hr lecture)

PNV 1213 Body Structure and Function 3 SH
This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. (2 hr lecture, 2 hr lab)

PNV 1312 Growth and Development 2 SH
This course is a study of the normal development processes of humans from infancy to death, including physical, emotional, social, and intellectual aspects. (2 hr lecture)

PNV 1412 Geriatric Nursing 2 SH
(Prerequisites: PNV 1425,1434) This course uses the nursing process to teach the care of the geriatric patient. Clinical experience in a long term facility is a component of this course. (1 hr lecture, 3 hr clinical)

PNV 1425 Fundamentals of Nursing 5 SH
(Co-requisites: PNV 1434. A passing grade in PNV 1434 is required to receive credit for this course.) This course provides the student with knowledge and skills necessary to care for the individual. Study includes beginning use of the nursing process; cause and prevention of illness; patient, family, and community health care provisions; and resource agencies available. The course also includes personal health care, basic math, medical terms, medical and apothecary system. Included is preparation to assist the patient in meeting basic living needs. (5 hr lecture)

PNV 1434 Fundamentals of Nursing Lab 4 SH
(Co-requisities: PNV 1425. A passing grade in PNV 1425 is required to receive credit for this course.) This course provides demonstrations, supervision, and practice for the student to master fundamental nursing skills. (8 hr lab)

PNV 1513 Pharmacology 3 SH
Prerequisites: first semester PNV courses) This course is designed to provide the student with appropriate basic theoretical and clinical information related to drugs, including: classifications, sources, dosages, and measurements, regulatory requirements and basic principles of drug administration. (2 hr lecture, 2 hr lab)

PNV 1615 Medical/Surgical Nursing I 5 SH
(Prerequisites: 1st semester courses. Co-requisite: PNV 1624. A passing grade in PNV 1624 is required to receive credit for this course.) This course introduces nursing theory for selected medical-surgical disorders. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. (5 hr lecture)

PNV 1624 Medical/Surgical Nursing Lab and Clinical I 4 SH
(Prerequisites: 1st semester courses. Co-requisite: PNV 1615. A passing grade in PNV 1615 is required to receive credit for this course.) This course includes supervised laboratory and clinical experiences for application of medical/surgical theory and the development of skill and the use of nursing process. (2 hr lab, 9 hr clinical)

PNV 1633 Medical/Surgical Nursing II 3 SH
(Co-requisites: PNV 1644. A passing grade in PNV 1644 is required to receive credit for this course.) In this course, the student utilizes the nursing process to assist in meeting daily needs of patients with selected medical-surgical problems. The course introduces nursing theory for selected medical-surgical disorders and nursing skills are introduced. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. (3 hr lecture)

PNV 1644 Medical/Surgical Nursing Lab and Clinical II 4 SH
(Prerequisites: first semester PNV courses. Co-requisite: PNV 1633. A passing grade in PNV 1633 is required to receive credit for this course.) This course includes supervised clinical experience for application of medical/surgical theory. Develop skill in the nursing process by applying principles and knowledge gained in preceding courses. (2 hr lab, 9 hr clinical)

PNV 1717 Maternal-Child Nursing 7 SH
(Prerequisites: first semester PNV courses) This course uses the nursing process to teach care for the expectant mother from conception to delivery, including newborn, child, and the family unit during normal and complicated conditions. Clinical experience includes perinatal labor and delivery, postpartum, newborn, and pediatrics. (4 hr lecture, 9 hr clinical)

PNV 1813 Psychiatric Concepts 3 SH
(Prerequisites: first semester PNV courses) This course provides an introduction to mental health concepts. Emphasis is placed on normal as well as abnormal behavior in application of principles of effective therapeutic communication. Clinical experience will provide application of previously learned theory. (2 hr lecture, 3 hr clinical)

PNV 1912 Nursing Transition 2 SH
(Prerequisites: first semester PNV courses) This course further develops decision making skills and promotes an interest in continued professional leadership development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam will be included. (1 hr lecture, 3 hr clinical)

REFRIGERATION AND AIR CONDITIONING

ACV 1111 CFC Certification 1 SH
This course is designed to provide students with the information and the knowledge necessary to participate in the CFC Certification Examination. (1 hr lecture)

ACV 1114 Basic Compression Refrigeration 4 SH
A course to introduce the student to the field of refrigeration and air conditioning. Emphasis is placed on advanced principles of safety, hand tools, heat and cold temperature measurement, pressures, vacuum, wiring diagrams, and the basic refrigeration cycle. (2 hr lecture, 4 hr lab)

ACV 1213 Climatic Control I 3 SH
Introduction to the fundamentals of electrical components and circuits. Laboratory exercises are designed to develop systematic troubleshooting skills based on analytical concepts.
(2 hr lecture, 2 hr lab)

ACV 1223 Climatic Control II 3 SH
(Prerequisite: ACV 1213) A study of electronic and programmable controls for heating, ventilation, air conditioning, and refrigeration systems. Laboratory exercises are designed to develop systematic troubleshooting skills based on analytical concepts. (2 hr lecture, 2 hr lab)

ACV 1315 Residential Refrigeration 5 SH
This course includes the procedures for servicing residential refrigeration systems including refrigerators, freezers, and ice makers. (2 hr lecture, 6 hr lab)

ACV 1323 Commercial Systems 3 SH
(Prerequisite: ACV 1114) This course covers commercial systems. Included are theory, troubleshooting, and repair of commercial heating, ventilation, air conditioning, and refrigeration units. (2 hr lecture, 4 hr lab)

ACV 1413 Air Conditioning I 3 SH
This course includes procedures for servicing residential window air conditioning units.
(2 hr lecture, 2 hr lab)

ACV 1913 Tubing and Pipe 3 SH
A course to provide the student with various tube and pipe connecting techniques required in heating, air conditioning, and refrigeration. (1 hr lecture, 4 hr lab)

ACV 1933 Special Project 3 SH
(Prerequisite: Minimum of one semester of study in Heating and Air Conditioning) A course designed to provide the student with practical application of skills and knowledge gained in other courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (4 hr lab)

ACV 1946 Work Experience 6 SH
(Prerequisite: Completion of at least one semester of advanced course work in heating and air conditioning.) This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of 1 semester hour per 45 contact hours. (18 hr externship)

ACV 2146 Heat Pump Certification 6 SH
R.S.E.S. Heat pump course. History of heat pump design, early application and operating principles. Designed to provide the student with the information needed to take R.S.E.S. Heat Pump Certification Exam. (6 hr lecture)

ACV 2424 Air Conditioning II 4 SH
(Prerequisite: ACV 1413) A study of residential heating, ventilation, air conditioning, and refrigeration systems. Included are theory, troubleshooting, and repair of residential heating, ventilation, air conditioning systems. (2 hr lecture, 4 hr lab)

ACV 2433 Air Conditioning III 3 SH
(Prerequisite: ACV 2424) A study of commercial heating, ventilation, air conditioning, and refrigeration systems. Included are theory, troubleshooting, and repair of commercial heating, ventilation, and air conditioning systems. (2 hr lecture, 2 hr lab)

ACV 2514 Computerized Energy Management I 4 SH
Introduction to computerized energy management, theory, and principles. Emphasized are input/output measurements, characteristics, tools, and applications. (2 hr lecture, 4 hr lab)

ACV 2523 Computerized Energy Management II 3 SH
(Prerequisite: ACV 2514) This course includes development of analytical concepts in the application and software operation of computer energy management. Included are laboratory exercises designed to develop systems troubleshooting skills based on analytical concepts. (2 hr lecture, 2 hr lab)

ACV 2613 Psychometrics 3 SH
A study of air and its properties, as used in heating, ventilation, air conditioning, and refrigeration. Included is the study of moisture and total heat content of the air. (1 hr lecture, 4 hr lab)

ACV 2624 Heat Load Calculation and Duct Sizing 4 SH
A study of heat lead calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments. (2 hr lecture, 4 hr lab)

RELATED STUDIES (VOCATIONAL)

RSV 1003 **Related Studies I** **3 SH**
This course is designed for vocational students who lack entry level skills in mathematics, English, science, etc., which are necessary for success in their chosen occupational program. Enrollment is required for all students who: 1) score less than the 10th grade level on the standardized Test of Adult Basic Education (TABE), 2) have not graduated from high school and need to achieve the GED high school equivalency diploma, or 3) require advanced related studies instruction for success in their occupational program. This course is waived and not required for all others. Generally, instruction is individually prescribed and learning is self-paced. Upon the achievement of the required competencies, students may exit the course immediately without further attendance. (2 hr lecture, 2 hr lab)

RSV 1013 **Related Studies II** **3 SH**
(Prerequisite: RSV 1003) This course is a continuation of Related Studies I. (2 hr lecture, 2 hr lab)

WELDING

WLV 1115 **Shielded Metal Arc Welding** **5 SH**
This course is designed to teach students welding techniques using electrodes. (1 hr lecture, 10 hr lab)

WLV 1122 **Blueprint Reading to Shop Math** **2 SH**
Instruction in learning to read Blueprints and applied shop math as related to the welding and fabrication industry. (2 hr lecture)

WLV 1127 **Gas Metal Arc Welding** **7 SH**
This course is designed to give the student experience in various welding applications with the M.I.G. welder. (1 hr lecture, 12 hr lab)

WLV 1136 **Gas Tungsten Arc Welding** **6 SH**
This course is designed to give the student experience in various welding applications with the T.I.G. welder. (1 hr lecture, 10 hr lab)

WLV 1143 **Flux Cored Arc Welding** **3 SH**
This course is designed to give the student experience in FCAW. (1 hr lecture, 4 hr lab)

WLV 1155 **Fabrication** **5 SH**
Structural Fabrication and construction of assigned welding projects. (1 hr lecture, 8 hr lab)

WLV 1162 **Gas Metal Arc Aluminum Welding** **2 SH**
This course is designed to give the student experience in GMAAW in areas of the state where this practice is commonly used. (1 hr lecture, 2 hr lab)

WLV 1172 **Oxyacetylene Welding** **2 SH**
This course is designed to give the student experience in OAW and Brazing in areas of the state where this practice is commonly used. (1 hr lecture, 2 hr lab)

WLV 1212 **Plasma Arc Cutting** **2 SH**
This course is designed to give the student experience in PAC in areas of the state where this practice is commonly used. (1 hr lecture, 2 hr lab)

WLV 1222 **Air Carbon Arc Cutting** **2 SH**
This course is designed to give the student experience in AAC in areas of the state where this practice is commonly used. (1 hr lecture, 2 hr lab)

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NOTES

NOTICE TO STUDENTS

Each student is responsible for meeting requirements for graduation and for complying with other instructions and regulations contained in this catalog and its addenda. Counselors and advisors are available and are willing to assist students in planning programs of study and to aid them in other phases of college life. However, the final responsibility for meeting requirements for graduation and adhering to other academic regulations rests with the student.

NOTICE OF NON-DISCRIMINATORY POLICY FOR STUDENTS AND EMPLOYEES

In compliance with Title VII, Civil Rights Act of 1964, Education Amendments of 1972 to the Higher Education Act, Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Act of 1974, Executive order 11246 and Revised order No. 4, Hinds Community College assures that no one shall, on the grounds of race, color, national origin, religion, sex, age, or disability be excluded from participation in or be denied the benefits of or otherwise be subject to discrimination in any program or activity of the College. Hinds Community College is an equal opportunity employer and welcomes students and employees alike without regard to race, color, national origin, religion, sex, age, or disability.

HINDS COMMUNITY COLLEGE
APPLICATION FOR ADMISSION

- Type or print
- Give full name
- No nicknames
- Complete all sections
- Incomplete applications will be returned and could delay your entrance

PLEASE RETURN TO:

Office of Administration and Records
Hinds Community College
Raymond, MS 39154-9799
Telephone: 857-3212

_____ _____ _____

Last Name First Middle/Maiden

_____ _____ ( ) _____

Birthdate Age Home Phone Number

_____

Student's Mailing Address Street or P.O. Box City County State Zip+4

If your place of birth is outside of the United States, are you now a legal resident?

❑ Yes ❑ No If yes, list alien number _____

If under age 21, list name and address of parent or legal guardian:

_____ / _____

Last Name First Middle Street or P.O. Box City State Zip+4

SEX: ❑ Male ❑ Female

RACE: ❑ Non-Resident Alien (1) ❑ American Indian or Alaska Native (3) ❑ Hispanic (5) ❑ Black Non-Hispanic (2) ❑ Asian or Pacific Islander (4) ❑ White Non-Hispanic (6)

CHURCH PREFERENCE: ❑ Baptist (1) ❑ Methodist (2) ❑ Presbyterian (3) ❑ Catholic (4) ❑ Episcopal (5) ❑ Church Of Christ (6) ❑ Other (7)

Application is requested for term beginning: ❑ Fall ❑ Spring ❑ Summer 19 _____ ❑ Day ❑ Evening

FIELD OF STUDY: _____

CURRICULUM: ❑ Academic ❑ Technical ❑ Vocational ❑ CEU/AVE

LOCATION(S) YOU PLAN TO ATTEND: ❑ Jackson-Academic/Technical Center (JK) ❑ Jackson-Nursing/Allied Health (NA) ❑ Rankin Campus (RK) ❑ Raymond Campus (RY) ❑ Utica Campus (UT) ❑ Vicksburg-Warren County (VB)

STUDENT STATUS (Check only one) ❑ Beginning Freshman ❑ Transfer from another college or student with college degree:

Name of last college attended _____

Name City State

Name you attended under _____ (Dates) _____

Are you eligible for immediate readmission? ❑ Yes ❑ No

❑ Former Hinds Community College student? ❑ Yes ❑ No

Dates of attendance _____ Program _____ Campus _____

Name you attended under _____ (Dates) _____

Last college attended since leaving Hinds _____

Name City State

BASIS FOR ADMISSION (Check only one)

❑ Beginning Freshman
❑ College transfer student
❑ First-time freshman completing 17 high school units plus achieving a standard score of 18 or higher on the first writing of the ACT
❑ Non-Degree seeking student (Age 21 years or older)
❑ Readmission to Hinds Community College
❑ Satisfactory scores on the General Education Development Test (GED)
❑ Non-high school graduate (FOR VOCATIONAL STUDENTS ONLY)

High School Attended _____

Name of School City State Graduation Date

SIGNATURE OF APPLICANT _____ DATE _____

SOCIAL SECURITY NUMBER _____

FALSIFICATION OF INFORMATION IS A BASIS FOR DENYING ADMISSION OR FOR IMMEDIATE TERMINATION OF ENROLLMENT.

MAIL DIRECTLY TO:

Hinds Community College
Housing - Raymond Campus
Raymond, MS 39154-9799

OR

Hinds Community College
Housing - Utica Campus
Utica, MS 39175-9599

HINDS COMMUNITY COLLEGE
RESIDENCE HALL ROOM APPLICATION

If you desire on-campus housing accommodations, please complete this application and return it to your campus preference.

Soc. Sec. No. _____ Phone No. _____

(Print)
Name _____
Last First Middle

Address _____

City _____ County _____ State _____

Zip _____

1. A check or money order in the amount of $50 (NO CASH) payable to HIND COMMUNITY COLLEGE must accompany this form _____if housing is request ed. This $50 room deposit will remain on record for ___the duration of you residency and may be used ___ totally or in part for any damages incurred.
2. We invite any student who has a disability which requires special assistance to bring it to the attention of the college.
3. If room space is not available on your requested campus, would you consider another campus?
   ❑ Yes ❑ No
4. Preferred roommate's name _____
   Last First Middle
   Roommate's Social Security No. _____
   Applicant's Signature _____
5. Smoking Status of room assignment. ❑ Non-smoking ❑ Smoking

NOTE: CONFIRMATION OF ROOM STATUS WILL COME FROM CAMPUS HOUSING
REMEMBER TO ENCLOSE $50 CHECK PAYABLE TO HINOS COMMUNITY COLLEGE

6. Please check ALL semesters you wish to reside in Campus Housing.
   ❑ Fall Semester 19_____
   ❑ Spring Semester 19_____
   ❑ 1st Summer Session 19_____
   ❑ 2nd Summer Session 19_____

RAYMOND CAMPUS

7. First time entering student - Rank order preference 1 or 2.
   ❑ MALE ❑ FEMALE
   ___ Virden Hall ___ Davis
   ___ Williams Hall ___ Hardy-Puryear Hall

8. Returning to Hinds (Sophomore)
   ❑ MALE ❑ FEMALE
   ___ Sheffield-Woolley Hall ___ Marshall Hall
   ___ Greaves Hall ___ Allen-Whitaker Hall

9. Honors Hall for Sophomores with a 2.75 GPA or higher.
   ___ Greaves Hall (Men) ___ Main Hall (Female)
   (Suites 201-205) Non-Smoking

UTICA CAMPUS

❑ MALE ❑ FEMALE
___ B.E. Lewis Hall ___ Maggie Dunston Hall
___ Newton-Walker Hall

FOR OFFICE USE ONLY

Campus _____
Residence Hall _____
Room No. _____
Residence Hall _____
Room No. _____
Residence Hall _____
Room No. _____
Receipt No. _____

NOTE: ALL AOMISSION REOUIREMENTS MUST BE MET BEFORE A ROOM ASSIGNMENT CAN BE MADE. ALL FEES MUST BE PAIO BEFORE A KEY TO YOUR RESIOENCE HALL ROOM WILL BE ISSUED

Hinds Community College is now offering a 24-hour Student Information Line.

1·800 HINDS CC

The following items can be selected from the Main Menu...

Press 0 1 for the **Recruiting Office** - to find out more about Hinds Community College.

Press 0 2 for **Locations** - learn more about the six locations in the Hinds district, including program offerings, extracurricular activities, campus tours, directions, and hours of operation.

Press 0 3 for **Admissions and Records** - a step-by-step list of requirements to be admitted to Hinds Community College.

Press 0 4 for **Financial Aid and Scholarships** - a wide variety of financial aid, including grants, scholarships, loans, work-study, and veteran's benefits are offered. Find out deadline dates and how to apply.

Press 0 5 for **Counseling and Registration** - get advising and scheduling information on how to enroll in classes, registration dates and times, and information on testing for the ACT, GED, TABE, etc.

Press 0 6 for **Housing** - find out how to apply and the costs of living on campus at the Raymond or Utica campus.

Press 0 7 for the **One-Stop Career Center** - for students, individuals, or displaced employees wanting help preparing for work or job changes.

Press 0 8 for the **Resource & Coordinating Unit for Economic Development** - for information on short term/continuing education classes, adult basic education (literacy), GED, and the Small Business Development Center, which offers counseling on how to start your own small business or expand an existing small business.

Press 0 9 for **Telecourses** - televised courses for busy people who need a flexible alternative to classroom instruction.

To have information faxed to you follow these directions:

Admissions Application: choose 0 3 from the Main Menu, press the pound sign # and enter your FAX number including area code.

Application for Financial Aid and Scholarships: choose 0 4 from the Main Menu, press the pound sign # and enter your FAX number including area code.

Housing Application: choose 0 6 from the Main Menu, press the pound sign # and enter your FAX number including area code.

Telecourse Information: choose 0 9 from the Main Menu, press the pound sign # and enter your FAX number including area code.

HINDS
COMMUNITY
COLLEGE
Raymond, MS 39154-9799

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